

**Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya**

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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. PLN/MBDA/09560/2025/NF/2395

Dated: Shillong, the 6th June, 2025

OFFICE ORDER

Sub: Hiring of External Experts (Civil Engineers) for SWC Structures Construction

In accordance with the decisions made during the meeting with DPMs from 28th April to 2nd May, 2025 at SPMU, DPMs are hereby authorised to hire External Experts (Civil Engineers) on a fixed honorarium basis to ensure the timely construction of Soil and Water Conservation (SWC) structures by financial year 2026-27.

Hiring Condition:

1. External Experts (Civil Engineers) will be engaged to ensure the effective monitoring of construction in the MegLIFE villages, aligning with quality standards and timely updation of records.
2. Maximum 2 External Experts per block (for a total of 22 blocks, excluding Group 2) can be hired.

Honorarium:

1. The selected External Experts shall be given an honorarium of ₹1000 per day, inclusive of travel allowances and daily allowances.
2. The monthly honorarium will be calculated based on the total number of duty days in a month, as recorded in the SumHR attendance and the Daily worklog of MegLIFE MIS.

This engagement is purely on a daily honorarium basis, depending on the requirement, the hiring period could be extended for a maximum of 24 months, subject to Quarterly Appraisal by the SPMU Civil Manager.

DPMs are directed to begin the hiring process immediately after taking due approval from SPMU. Once selected, the details of the selected External Experts shall be shared with HR, MBDA, and the IT Team, MegLIFE for deployment of credentials in SUMHR and MIS.

// By Order //

(Shri. Gunanka DB, IFS)

Additional Secretary to the Govt. of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA Shillong

To:

1. GM, HR, MBDA
2. Sr. Manager, IT, MegLIFE, MBDA
3. Manager, Civil, MegLIFE, MBDA
4. All DPMs, MegLIFE MBDA

-For Necessary Action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. The Additional Project Director, MegLIFE, MBDA

Bratah

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong