



No. MBDA/JICA/93/2021/ 23/8

Dated: Shillong, the 15th April, 2025

OFFICE ORDER

The Office Order No. MBDA/JICA/93/2021/1015, dated Shillong, the 12th May, 2023, pertaining to purchase of Field Gears by field staff is hereby extended to all SPMU staffs who undertake regular field visits.

Further, all eligible staff who undertake regular night halts at villages may also purchase camping Tents as per the rate specified in Annex 1.

Staff members are required to adhere to the prescribed rate and ensure that the actual cost of the purchased item does not exceed the rate mentioned in the above order and in the Annex – I.

In order to claim for reimbursement, the bill must be promptly submitted to the MegLIFE, SPMU Office accordingly.

Encl.: Annex - I

// By Order //

(Shri Gunanka DB, IFS)

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

To:

1. Finance, SPMU, MegLIFE
 2. All Vertical Heads, SPMU, MegLIFE
- For Necessary Action

Copy to:

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

Bzatak

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong

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

Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001

☎ +91 364-3510190 🌐 www.mbda.gov.in

✉ meglifembda@gmail.com / jicambda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority

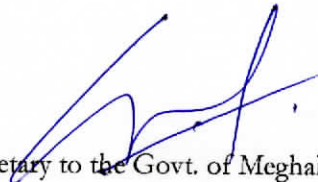


Japan International
Cooperation Agency

Annex – I

Item List and Approved Rate for Tent for MegLIFE Project

Items	TENT
RATE (INR)	3000


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