

Office of the Project Director
Community-based Forest Management and
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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. PLN/MBDA/02395/2024/NF/2502

Dated: Shillong, the 31st Oct, 2025

Office Order

Sub: Non Compliance of Payment Approval Procedures at DPMU Level
Ref-Office Memo No.F&A/2023/475/1341 dt.13th Nov, 2023

Based on the internal audits of the VPICs conducted by the SPMU Finance, it has been observed that the DPMUs are not adhering to the proper procedures before approving cheques for payment release.

As clearly mentioned in the office order under reference, all payments must be approved only at the DPMU level. BPMs are responsible for submitting proposals for the release of payments through e-File to the DPM, along with scanned copies of invoices, vouchers, and all relevant supporting documents related to the payment.

Upon receipt of the e-File, the DPM must ensure that the documents are cross-verified by the accountant. Payment approval should be given only after receiving verification confirmation from the accountant through the e-File system.

All DPMs and BPMs are directed to ensure strict adherence to the procedure as laid out. Any deviation from this process in the future will be viewed seriously and may attract appropriate action.

(Gavade Sachin Shankar, IFS)
Addl. Secretary to the Govt. of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA, Shillong

Memo No. PLN/MBDA/09560/2024/NF

Dated: Shillong, the Oct, 2025

Copy to:

1. Dr. Vijay Kumar D., Commissioner & Secretary to the Govt. of Meghalaya, Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong- for kind information
2. The Deputy Project Director, MegLIFE, MBDA- for kind information
3. Senior Manager, F&A, SPMU, MegLIFE, MBDA
4. All DPMs, MegLIFE Project, MBDA- are directed to circulate to all BPMs and Accountants and do necessary action.

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong