



No. MBDA/JICA/93/2021/ 23 /9

Dated: Shillong, the 15th April, 2025

Office Order

Sub: Repair and Maintenance of Office Equipment/Vehicles etc.

In order to streamline the process for minor repairs and maintenance of office equipment, vehicles, and parts, the following procedures are hereby instituted for implementation at the DPMU level. These procedures shall ensure adherence to procurement norms while accommodating the need for timely and efficient repair work.

1. Minor Repairs and Maintenance at DPMU Level:

- Minor repairs and maintenance of office equipment, vehicles, and parts may be undertaken at the DPMU level.
- However, the required procurement process must be followed before any work order is issued, as specified below.

2. Procurement Process for Minor Repairs:

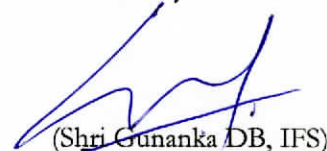
- **Approval of SPMU:** Prior to seeking quotations, approval for repairing must first be obtained from APD/DPD.
- **Three Quotations:** Prior to issuing any work order, three quotations must be obtained from vendors
- **Comparative Analysis:** A comparative analysis of the quotations must be conducted to assess the most reasonable offer based on cost, quality, and vendor reputation.
- **Minutes of Meeting:** The comparative analysis and selection of the vendor must be documented in the minutes of a meeting.
- **Approval from SPMU:** The quotations, comparative analysis, and minutes must be submitted to the SPMU for approval before any work order is issued.

3. Emergency Repairs:

In case of an emergency, such as a vehicle breakdown during travel, where obtaining quotations is not possible, the following procedure shall apply:

- **Immediate Repair:** Repairs may be undertaken on an emergency basis to ensure the continuation of travel or the functionality of office equipment.
- **Post-Repair Approval:** The approval for the emergency repair shall be sought from the SPMU at the earliest along with a justification for why the procurement process could not be followed.
- **Documentation:** A report detailing the emergency repair work, including costs and vendor details, must be submitted for post facto approval by SPMU.
- All emergency repairs must be immediately communicated to the SPMU with relevant details to ensure transparency and accountability.

// By Order //


(Shri Gunanka DB, IFS)

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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

Memo No. MBDA/JICA/93/2021/2319

Dated: Shillong, the 15th April, 2025

To:

1. All DPMs/BPMs

-For Necessary Action

Copy to:

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



Technical Specialist, Project Management
MegLIFE, MBDA, Shillong