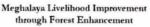
Office of the Project Director Community-based Forest Management and Livelihoods Improvement in Meghalaya

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







Development Authority

Dated: Shillong, the ...



4. Th. Feb, 2023

√ +91 364-3510190

⊕ www.mbda.gov.in

meglife.mbda@gmail.com/jica.mbda@gmail.com

No. MBDA/JICA/275/2022/ 906

From:

Shri Gunanka DB, IFS Additional Project Director MegLIFE, MBDA, Shillong

To:

The Block Project Managers MegLIFE, MBDA

Sub: Record Maintenance at VPICs

BPMU Review Meeting Minutes issued vide Memo No. MBDA/JICA/275/2022/902 dt. 25th Jan, 23 Ref:

With reference to the subject cited above and memo under reference, please find enclosed herewith the list of records (including formats) required to be maintained urgently for ongoing activities (construction and NRM related) in the MegLIFE Project Villages.

Some of the record registers are readily available in the market, some your need to maintain in plain copy books available in the markets.

SPMU, MegLIFE will supply printed registers later.

Enclo: As stated

Addl Project Director MegLIFE, MBDA, Shillong

Copy to-

- 1. The Project Director, MegLIFE, MBDA, Main Secretariat Building, Shillong
- 2. The District Project Managers, MegLIFE, MBDA
- 3. PA, Finance/Accountants Posted at DPMUs, MegLIFE, MBDA

Addl. Project Director MegLIFE, MBDA, Shillong

<u>List of Registers –</u>

1	Minutes	Register	lin	tha	normal	CODY	hools)
1.	Milliutes	register	(111	uic	HUIHIAI	COPY	MOOR

	Register for Record of Meetings											
VPIC;BPMU;DPMU												
A. Content: (first page)												
S. No.	Date of Meeting	Name of Meeting (GB/EC/Special Meeting etc.)	Page No.	Resolution No.								

- B. Proceedings of Meetings
 - · Subject of discussion:
 - Decision(s) taken:
 - · Responsible person to (agenda) take decision forward

Signatures of Members Present

Executive Committee Members:

Sl. No.	Name	Signature

Signature of Member-Secretary

Signature of Chairperson

2.	Community Contribution Register (in the no	ormal copy book)		
	Name of VPIC:	Month:	I	FY:

Name of VPIC Member		Contribution	Received	Signature of the VPIC Member				
	In Cash (Rs.)	In Cash (Rs.) In Kind In terms of labour Material (sand/brick/cement etc. (days)						
		specify)		,	• .			
		Type	Value (Rs.)	DLs	Value (Rs.)			

3. Vouchers

As per MBDA Voucher format (NB: Please collect Voucher format from DPMU accounts section)

4. Cheque Issue Register (in the normal copy book)

Name of VPIC: Month: FY:

Sl. No.	Cheque No.	Date	Amount (in Rs.)	In favour of	Purpose of issue
	_			(Name of the person/organization/enterprise	
				in whose favour issued)	

5. Muster Roll (from Market but customize according to Project as shown below)

V atur	VPIC e & Location of Worl				ľ	ИU	ST	E	ER ROLL Project Component																
									med		_						Fo	r the	Mon	th of	5.				
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6. Money Receipt Book (in the normal small size Copy book)

Money Receipt Book

Na	me of the Committee:	
Blo	ock District	
Na	me of Bank & branch	Bank Account No
Во	ok NoPage No	Date
01	Source of fund recived	
02	Amount received (in figures) (in words)	
03	Purpose for which the amount is received	
)4	Date of depositing the amount in Bank Date(On counterf	Cash book Dr. no foil)
		(Signature of the recipient)
		Name Member Secretary/Chairperson
	Villa	age Project Implementation Committee

7. Measurement Book (from Market but customize according to Project as shown below)

NEA MEA	SUR	30(3)	Wor TB©	NO.		-:	Locano	ocation Month: FY: MEASUREMENT BOOK						
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Acknowledgement Receipt (ii	n normal small size copy book) (NB: Origin	ial to be	sent to DPMU accounts section and copy to be kept at VPIC)
Name of the Project			<u> </u>
Name of Activity			<u> </u>
VPIC			<u> </u>
DPMU			
I Shri/Smti			Chairperson/Secretary of
VPIC hereby acknowledge the re	eceipt of the following grant from the DPMU,		MegLIFE, MBDA amounting to
Rs by way of	f account transfer/ cheque to the account of		VPIC vide PFMS No.
dated	/ Cheque No	_ dated _	
Activity:	=Rs	/-	
•			
In words Rupees		only	
			Signature
			Full Name -
			Designation
			Date
C'amatama & Carla CDDM			Seal:
Signature & Seal of DPM			
			T7 (C 11
			Verified by:
			Signature of BPM