

**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

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



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/275/2022/ 906

Dated: Shillong, the^{4th} Feb, 2023

From:

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

To:

The Block Project Managers
MegLIFE, MBDA

Sub: Record Maintenance at VPICs


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

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.

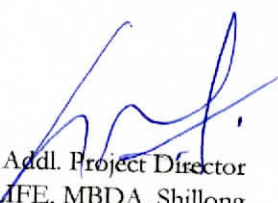
SPMU, MegLIFE will supply printed registers later.

Encl: 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

List of Registers –

1. Minutes Register (in the normal copy book)

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 normal copy book)**

Name of VPIC:

Month:

FY:

Name of VPIC Member	Contribution Received					Signature of the VPIC Member
	In Cash (Rs.)	In Kind Material (sand/brick/cement etc. specify)		In terms of labour (days)		
		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 (Name of the person/organization/enterprise in whose favour issued)	Purpose of issue

6. Money Receipt Book (in the normal small size Copy book)

Money Receipt Book

Name of the Committee:

Block ----- District -----

Name of Bank & branch ----- Bank Account No.-----

Book No. -----Page No. ----- Date-----

01 Source of fund recived -----

02 Amount received (in figures) -----
(in words) -----

03 Purpose for which the amount is received -----

04 Date of depositing the amount in Bank ----- Cash book Dr. no. -----
----- Date----- (On counterfoil)

(Signature of the recipient)

Name-----
Member Secretary/Chairperson

Village Project Implementation Committee

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

VPIC **Name of Work** **Location** **Month:** **FY:**

MEASUREMENT BOOK **MEASUREMENT BOOK**

Item No.	PARTICULARS	Nos.	Length	Breadth	Depth	Quantity	Remarks	Item No.	PARTICULARS	Nos.	Length	Breadth	Depth	Quantity	Remarks

8.

9. **Acknowledgement Receipt (in normal small size copy book) (NB: Original to be sent to DPMU accounts section and copy to be kept at VPIC)**

Name of the Project- _____
Name of Activity- _____
VPIC- _____
DPMU- _____

I Shri/Smti _____ Chairperson/Secretary of _____
VPIC hereby acknowledge the receipt of the following grant from the DPMU, _____ MegLIFE, MBDA amounting to
Rs. _____ by way of 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- _____

Seal:

Signature & Seal of DPM



Verified by: _____

Signature of BPM