

No: PLN/MBMA/03715/2024/NF/112.

Dated: Shillong, 27th May, 2026

Office Order

This is to inform all State Level Staff of Meghalaya State Bamboo Mission that the MSBM Field Visit Form must be duly filled and submitted for all field-related activities such as Tours, Travel, Field Visits, Exposure Visits, Inspections, and other official field engagements in order to avail TA/DA claims, effective from today onwards.

Further, it may be noted that TA/DA claims will not be processed without the attachment of the duly filled field visit/inspection report along with supporting documents.

All concerned are therefore requested to comply with the above instructions for smooth processing of claims.

Yours sincerely,



(Gavade Sachin Shankar)

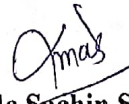
Mission Director,
Meghalaya State Bamboo Mission cum
Executive Director, MBMA
Shillong, Meghalaya.

Memo No: PLN/MBMA/03715/2024/NF/

Dated: Shillong, 27th May, 2026

Copy to:

1. Assistant General Manager, Meghalaya State Bamboo Mission for kind information.
2. All concerned staffs of MSBM for kind information and necessary action.
3. Finance & Accounts, MSBM for kind information.
4. IT Team for uploading on the Website.



(Gavade Sachin Shankar)

Mission Director,
Meghalaya State Bamboo Mission cum
Executive Director, MBMA
Shillong, Meghalaya.