



Minutes of the Review Meeting of DPMUs of MegLIFE Project

Date: 25.11.2023 Time: 8:00 am

Venue: Vivanta (Taj) Conference Hall, Police Bazar, Shillong

Review meeting of MegLIFE Project was held under the chairmanship of Additional Project Director, MegLIFE on 25th Nov, 2023 for review of all project activities under implementation in MegLIFE Project villages under all DPMUs and BPMUs of MegLIFE Project. Following decisions were taken after detailed discussion on agenda mentioned in the table below.

Agenda	Decision																														
1. Monitoring of Project Intervention sites	<p>1. BPMs will do 100% physical verification of all project interventions before passing the bills related to the intervention done in the Project Villages.</p> <p>2. DPMs will do physical verification of the intervention site on a sampling basis as per the following sampling percentage</p> <p style="text-align: center;">Percentage of sampling of Villages for Monthly Visits by DPMs</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>District</th> <th>No. of Blocks</th> <th>% of villages to be visited</th> </tr> </thead> <tbody> <tr> <td>WJH</td> <td>1 + 1</td> <td rowspan="4">100%</td> </tr> <tr> <td>SWKH</td> <td>1</td> </tr> <tr> <td>EJH</td> <td>1 + 1</td> </tr> <tr> <td>EWKH & WKH</td> <td>1 + 1</td> </tr> <tr> <td>EKH</td> <td>2 + 1</td> <td rowspan="4">85%</td> </tr> <tr> <td>NGH</td> <td>2</td> </tr> <tr> <td>Ri-Bhoi</td> <td>2</td> </tr> <tr> <td>SWGK</td> <td>2 + 1</td> </tr> <tr> <td>EGH</td> <td>3</td> <td>70%</td> </tr> <tr> <td>SGH</td> <td>4</td> <td>65%</td> </tr> <tr> <td>WGH</td> <td>4 + 3</td> <td>45%</td> </tr> </tbody> </table>	District	No. of Blocks	% of villages to be visited	WJH	1 + 1	100%	SWKH	1	EJH	1 + 1	EWKH & WKH	1 + 1	EKH	2 + 1	85%	NGH	2	Ri-Bhoi	2	SWGK	2 + 1	EGH	3	70%	SGH	4	65%	WGH	4 + 3	45%
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2. District Level Advisory Committee (DLAC) Meetings	<p>1. DPMs shall conduct quarterly DLAC meetings under the chairmanship of concerned District Commissioners to brief the committee about project activities in the district and also to solve local village-level disputes, land issues etc.</p> <p>2. The DLAC meeting agenda is annexed at Annexure-1.</p>																														
3. Training on Sexual Harassment of Women in the workplace	HR, MBDA will organize training on Sexual Harassment of Women at the workplace for DPMU and BPMU staff.																														
4. Implementation Plan for Group-II Villages	PMC, MegLIFE will prepare implementation plan for project interventions in the Group-II villages and submit to SPMU for approval.																														
5. Transfer of DPMU, EWKH to WKH	SPMU will issue notification for transfer of DPMU office from Nongstoin, WKH to BPMU Mairang office at Mairang, EWKH																														
6. EPA other than Community Halls	Civil Engineer, SPMU will prepare estimate for providing street light in one of the Project Village in Mawkyrwat BPMU.																														
7. Microplan Revision/Correction	DPMs/BPMs will ensure completion of microplan revision/correction exercise by 8 th Dec, 2023 in APPVERSE.																														
8. MIS backlog data entry	DPMs/BPMs will ensure completion of backlog data entry in APPVERSE by 31 st Dec, 2023																														
9. Grievance Redressal (GR)	<p>1. KM, SPMU will add whatsapp number in the GR section in the MegLIFE website.</p> <p>2. BPMs will conduct sensitization program for VPIC members on GR with IEC material (posters) circulated from SPMU.</p>																														

Agenda	Decision
10. Block & District level planning of Project works for upcoming months	<ol style="list-style-type: none"> 1. Event calendar format will be circulated from SPMU 2. BPMs and DPMs shall prepare and submit block wise/district wise event calendar planned for the last quarter of the FY 2023-24 by 15th Jan,2023.
11. Admin	<ol style="list-style-type: none"> 1. BPM, in-charge of Group-2 Village under Khliehriat Block, under E/JH DPMU will be given additional charge of Saipung BPMU to facilitate project activities along with existing BPM, Saipung BPMU. 2. All official communication from SPMU shall be sent to DPMU and BPMUs shall also send their official communications through DPMUs only.

The meeting ended with thanks to all.

Sd/-

(Gunanka DB, IFS)
 Joint Secretary to Govt. of Meghalaya
 Additional Project Director
 MegLIFE, MBDA, Shillong

No. MBDA/JICA/275/2022/1427

Dated: Shillong, the 14th Dec, 2023

To:

1. All Concerned for necessary action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong -for favour of kind information

Bsatab
 14/12/23
 Technical Specialist, Project Management
 MegLIFE, MBDA, Shillong