



**Minutes of the online Review Meeting of DPMUs of MegLIFE Project**

Date: 20.12.2023 Time: 10:30 am

Agenda	Decision
1. Approval of Bills and vouchers	<ol style="list-style-type: none"> <li>BPMs will do 100% physical verification of all project interventions and then approve the bills for adjustment by finance team of DPMU in files.</li> <li>DPMs will do physical verification of the intervention site on a sampling basis as per the sampling percentage circulated from SPMU before approving the vouchers and submission of accounts to SPMU.</li> </ol>
2. District Level Advisory Committee (DLAC) Meetings	<ol style="list-style-type: none"> <li>DPMs shall conduct DLAC meetings every month under the chairmanship of concerned District Commissioners to brief the committee.</li> <li>Minutes of DLAC meetings shall be shared with SPMU.</li> </ol>
3. VCF Salary	<ol style="list-style-type: none"> <li>BPMs will validate works done by VCFs for a particular month in MIS and approve digitally.</li> <li>Digitally approved salary release statement will be uploaded by the BPMs to be accessed by the PA, Finance of DPMUs for release of VCF salary.</li> </ol>
4. Issue tracker spread sheet	SPMU MIS Team will create an issue tracker spread sheet and will share with MegLIFE Field team to resolve day to day technical bugs.
5. Approver	<ol style="list-style-type: none"> <li>To maintain data integrity, APPROVER platform will be added in MegLIFE MIS.</li> <li>DPMs has to approve data uploaded by BPMs and BPMs has to approve data uploaded by FEs, PAs, AMs, VCFs etc.</li> </ol>
6. HR Issues	<ol style="list-style-type: none"> <li>14 PA, Finance will be recruited for MegLIFE BPMUs, HR team, MBDA to issue advertisement.</li> <li>10 M&amp;E Staff will be recruited at SPMU level to ensure quality checking of project activities in the MegLIFE Project Villages. HR team, MBDA to issue advertisement.</li> </ol>
7. M&E	M&E formats for MIS portal will be drafted by TS, PM and shared with APD, MegLIFE for finalization.
8. MIS backlog data entry	DPMs/BPMs will ensure completion of backlog data entry in APPVERSE for plantation, community halls and nurseries by 31 <sup>st</sup> Dec,2023
9. DPMU Accounts submission	Monthly Statement Of Expenditure (SOE) of VPICs, Admin cost of DPMU and TA/DA etc. to be consolidated in monthly DPMU account statement and submitted to SPMU, Finance section.
10. Plantation area survey	<ol style="list-style-type: none"> <li>Pre-survey Report on the availability of lands for raising plantations of the 77 villages where community hall construction already started but land for plantations either provided is &lt;10 ha or there is no land for plantations with GPS shall be completed and submitted to SPMU by 15<sup>th</sup> Jan,2024.</li> <li>Pre-survey Report on the availability of lands for raising plantations in rest all villages including Group-II villages with GPS shall be completed and submitted to SPMU by Feb 2024.</li> </ol>
11. Reverification of availability of plantation areas	<ol style="list-style-type: none"> <li>The SPMU GIS team shall overlay State level LULC maps and the field survey data of Batch-I, Batch-II and Batch-III villages to reverify available plantation areas concerning overall open forest area and dense forest areas available in the villages.</li> <li>Village-wise multicolour LULC Maps of actually available lands for plantations shall be printed on A0 paper. These maps shall be used for community mobilization to convince the villagers/ village leaders to provide lands for raising plantations.</li> </ol>
12. Event Calander	Spread sheet of the event calendar will be shared from SPMU. All BPMs and DPMs to prepare block/district specific event calendars.
13. DPMU Review Meeting	Physical monthly review meeting of DPMUs will be held at SPMU, MegLIFE every month chaired by APD, MegLIFE.

Sd/  
(Gunanka DE, IFS)  
Joint Secretary to the Govt of Meghalaya  
Addl. Project Director  
MegLIFE, MBDA, Shillong

No. MBDA/JICA/275/2022/1452

Dated: Shillong, the 12<sup>th</sup> Jan, 2024

To:

1. All Concerned-for necessary action

Copy to:

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

*Brabat*  
12/01/24

Technical Specialist, Project Management  
MegLIFE, MBDA, Shillong

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Project Director  
MegLIFE, MBDA, Shillong