



Minutes of MegLIFE Field Engineer's Meeting


Date- 08th April 2024

Venue- MegLIFE Conference Hall

Agenda	Decisions	Actions to be Taken By Field Engineers	Timeline
Status of Community Hall	Completion of Phase II activities	East Garo Hills	April 2024
	Completion of Phase II activities by mid-May 2024 for villages who have achieved the plantation	East Khasi Hills	
	<i>Khah Village</i> - Due to the village's limited area, it was unable to meet the minimum plantation requirement. Despite initiating the construction of the community hall, instructions have been issued to temporarily halt the construction. -Four villages that have met the minimum plantation requirement will commence construction. -Ten villages under Mairang Block will complete Phase II by April and May 2024.	Eastern West Khasi Hills	
	Ten villages in Kharkutta will complete Phase I by April 2024, and five villages will complete Phase II.	North Garo Hills	
	Villages under Umling block will start initiating phase II activities	Ri Bhoi	
	Ullubaripara village will initiate the construction by 16th April, 2024.	South west Garo Hills	
	-Pathangre Village under Dalu Block, work has started and will complete by April, 2024 -As of April 16, 2024, the plantation area allocated for Direkgre Village in Rongram Block is 51.68 hectares.	West Garo Hills	

	The progress of the construction activities is slow due to the unavailability of the community labours because the community are engaged with the plantation activities	East Jaintia Hills	
Intiation of Construction Activities	Villages having plantation area greater than 20hacs can start initiating the construction activities	DPM, BPM, FE	
	As per the discussion and approval by the JCA Team, the main beam linking C3 to C4 for the Khasi & Jaintia Region Community Hall can be removed, as the roof consists of CGI material. However, a lintel beam (150 x 150) mm at a ceiling height should be provided.		
	The Revised Material BOQ for the community hall will be shared from SPMU.	SPMU	
Soil and Water Conservation Activities (Drinking Water Tank)	Before commencing construction, Field Engineers must present the Design, Plan & Estimates (tailored to each site) for approval. Additionally, they must specify the number of households benefiting from each project. (Carriage Cost to be considered within the estimates). All villages that have received sanctions released between November and December 2023 must be completed by April 2024.	Field Engineers	
Soil and Water Conservation Activities (RCC Water Tank)	The Designs, Plan & estimates (As per Site) must be submitted for every feasible structure before starting the construction. The No. of HH's benefitting must also be mentioned. (Carriage Cost to be considered within the estimates). The villages who have received the sanctions that were released since November & December 2023 must be completed by May, 2024	Field Engineers	
Soil and Water Conservation Activities (Spring Tapped Chamber)	Interior concreting work should not extend below ground level as it may disrupt the entry of the source into the chamber (Refer to Drawing). Field Engineers are required to submit Designs, Plans & Estimates (specific to each site) for approval before commencing construction.	Field Engineers	
Guidelines for Tree Guard	Guidelines for Tree Guard surrounding the community hall will be shared from SPMU	Annexure A	

Activity Checklist	Documents before initiating the activities: <ul style="list-style-type: none"> - Social Screening - Memorandum of Agreement (MoA) in case of Private/Clan Land - No Objection Certificate (NOC) in case of community land - Feasibility - Estimates & Drawings - Sanction Order - Work Order 	DPM, BPM, Finance, Field Engineers	
	Documents before Payment : <ul style="list-style-type: none"> - Muster Roll - Bill Form - Invoice & Receipt - Supply Order - GRN - Utilisation Certificate with Vouchers - Image of the work for Payment 		
	Document of the completed activity <ul style="list-style-type: none"> - Completion Certificate - Handing Over - Images 		


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

No. MBDA/JICA/275/2022/ 1632

Dated: Shillong, the 22nd April, 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


 (Henafiducia H Bareh)
Manager Civil Engineer
MegLIFE, MBDA, Shillong

Guidelines for a Tree Guard



- Total length of each long pole to be 2.0 m. In all three/four numbers.
- Height: 1.5 m above ground.
- Three/ four poles to be the vertical members. Vertical members to be atleast 9 cm in diameter.
- Cross beams at 15 cm intervals from 30 cm above the ground. The cross members can be of the thinner part of the bamboo.
- Insert 0.30 m in earth. Before inserting in earth coat the bamboo with coaltar or used mobile oil. The inserted part may also be sprayed with neem oil to prevent attack by termites.
- The coated part should be upto 0.15 cm above the ground. Thus, in all 0.45 cm to be coated. The 0.30 cm space between the earthen surface and the lowest cross member will provide enough space for weeding and hoeing the planting pit.
- Coating the exposed part with paint will further protect the tree guard from attack by termites and other insects.

(Gunanka DB, IFS)

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