



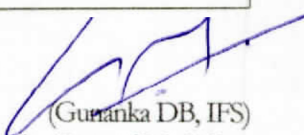
Minutes of the MegLIFE DPMU & BPMU Review Meeting

Date: 22.01.2024 Time: 10:00 am

Venue- District Auditorium, Tura

Agenda	Decision
1. Record Maintenance at VPIC	<ol style="list-style-type: none"> 1. BPMs to ensure updation of following physical records of VPICs under their respective blocks by date decided by them. <ol style="list-style-type: none"> a) MOU, b) Membership Register, c) Minutes Register, d) Measurement Book, e) Cheque Issue Register, f) Cash book, g) Vouchers (sanction order number must be mentioned in the voucher, all entries in the cashbook voucher no. must be mentioned, all bills related to the voucher must be attached with the voucher properly and kept in safe custody at DPMU for audit), h) Muster Roll (for making any labour payment voucher, muster roll sheet must be attached with the vouchers for entry in cash book against wage payment), i) Community Contribution Register. j) Procurement documents for all procurements done by LPC of VPIC. 2. DPMs to ensure completion of the task. 3. All activities done in a village should be recorded in minutes register and vetted by EC members in monthly meetings and GB members in bi-annual meetings. 4. SPMU will share a spreadsheet for tracking the status. Afterward, funds will be sanctioned to VPICs based on the reports of BPMs. 5. PA (Forestry) posted at BPMUs will make entries in the physical nursery and plantation journals. Entries in the local language is also allowed. 6. SPMU Finance Team shall conduct District wise refresher trainings on "Register Maintenance" w.e.f 5th Feb to 29th Feb,24 7. SPMU Finance team will communicate a sample "how to make cashbook entries" by 1st week of February,24.
2. Community Nursery	<ol style="list-style-type: none"> 1. DPMs and BPMs to mobilize communities for proper maintenance of community nurseries 2. All Community Nurseries shall be categorized by BPMs as per performance for planning of 2024 plantations. 3. Fire watchers kept for monitoring of plantations to be given additional responsibility for watering nurseries wherever watering is an issue 4. pumps may be procured from savings of community nursery and plantation funds for the nurseries wherever required. 5. For updating current status of nursery including stock available for 2024 plantations F3 form of Community Nursery in APPVERSE to be filled by 15th Feb,2024. SPMU MIS Team to make necessary arrangements to ensure smooth entry.
3. Microplan	<ol style="list-style-type: none"> 1. Microplans of Batch-1 villages should be vetted by GB of VPIC and approved and signed by DPMs. 2. A copy of the approved Microplan should be kept at VPIC. 3. SPMU MIS team and PMC to meet APD, MegLIFE for internal review of the status of completion Microplanning exercise in Batch-I villages and for deployment of revised microplan form for Batch-2 villages.

Agenda	Decision
4. Engagement of MTA at BPMU and DPMU	<ol style="list-style-type: none"> 1 MTA will be engaged on daily wage basis at BPMU and DPMU. MTA should be engaged only for data entry in APPVERSE. HR, MBDA will issue necessary orders in this regard.
5. Reporting of PA, GIS	<ol style="list-style-type: none"> PA, GIS posted in districts should report to MegLIFE DPM from now onwards. HR, MBDA should issue office order in this regard by 31st Jan, 24
6. Empanelment of Vendors	<ol style="list-style-type: none"> For procurement of materials for construction works at VPICs, vendors should be empanelled to avoid delays in implementation. SPMU, Procurement Specialist to issue guidelines for empanelment of vendors at VPICs by 31st Jan, 24. SPMU Procurement Specialist should issue necessary instructions with approval from APD, MegLIFE
7. Fencing at Spring Tapped Chamber	<ol style="list-style-type: none"> Fencing should be provided around spring-tapped chambers to prevent contamination of water by animals. As discussed, the height of the front wall of the Spring Tapped Chambers should be as per site condition and discharge. Detailed guidelines in this regard shall be issued from SPMU for the Field Engineers.
8. SALT	<ol style="list-style-type: none"> PA, BPMU shall be designated as Nodal Person for coordinating activities under SALT with SPMU Deadline for submission of data on running meters of hedge rows raised by SALT farmers is 5th Feb, 24.
9. DPMU Review Meeting	DPMs should follow the same agenda for reviewing the activities of BPMUs under their jurisdiction which is used by SPMU at state level project review.
10. MIS	BPMs incharge of DPMUs shall be the nodal persons for entering data in AAPVERSE. They shall ensure timely uploading of all required data in the MegLIFE MIS Portal


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

No. MBDA/JICA/275/2022/1470

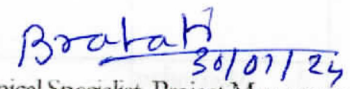
Dated: Shillong, the 30th Jan, 2024

To:

1. All Concerned-for necessary action

Copy to:

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


 Braj Bahadur
 30/01/24
 Technical Specialist, Project Management
 MegLIFE, MBDA, Shillong