Office of the Project Director Community-based Forest Management and Livelihoods Improvement in Meghalaya

Shalom Building, 2nd Floor, Lower Lachumiere, Shillong—793001









Japan International Cooperation Agency

Meghalaya Basin Development Authority

Dated: Shillong, the 1.4 Nov, 2023

meglife.mbda@gmail.com/jica.mbda@gmail.com No. MBDA/JICA/22/733//344

Office Order

Sub-Appointment Reporting Officer for PMC Field Coordinators for Garo Region

The following BPMs have been appointed as reporting officers for PMC Field Coordinators (FCs). Field Coordinators are required to report to them on a daily basis about their activities and field visits. They must submit their monthly tour plan in advance to the reporting officer. For office work, they must attend the concerned WGH DPMU and Dambo Ronngeng BPMU.

0 0			DPMU/BPMU
PMC FC	Region allocated	Reporting Officer	DPMU/BPMU
		Shri Chengrang Marak, BPM	WGH
Shri Roshan Sangma	WGH/SWGH/SGH		- Parameter
Shri Rikghesal Sangma	EGH/NGH/SGH	Smti Raisabao Momin, BPM	Dambo Rongeng
	EGIT/TGIT/GGIT		

The BPMs appointed as reporting officers must maintain a daily work log of the PMC Field Coordinators in a Google sheet and submit it by the 3rd of the following month to SPMU. Based on the received work log and review of tasks performed in that particular month, the remuneration of FCs will be reimbursed from SPMU.

// By Order//

Joint Secretary to the Gove, of Meghalava

Dated: Shillong, the L... Nov, 2023

Additional Project Director MegLIFE, MBDA Shillong

Memo No. MBDA/JICA/22/733//3 4 4

To:

1. Team Leader, PMC, MegLIFE

2. District Project Managers, WGH/EGH

3. Shri Chengrang Marak/ Smti Raisabao Momin

4. Shri Roshan Sangma/ Shri Rikghesal Sangma

-for necessary action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong

-for favour of kind information

Bratati 14/11/23 Technical Specialist, Project Management MegLIFE, MBDA Shillong