



No. MBDA/JICA/22/733/1344

Dated: Shillong, the 14<sup>th</sup> Nov, 2023

## Office Order

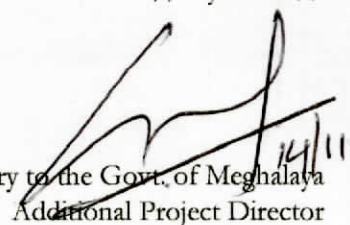
### **Sub- Appointment Reporting Officer for PMC Field Coordinators for Garo Region**

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.

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

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 Govt. of Meghalaya  
Additional Project Director  
MegLIFE, MBDA Shillong

Memo No. MBDA/JICA/22/733/1344

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

Dated: Shillong, the 14<sup>th</sup> Nov, 2023

-for necessary action

Copy to:

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

-for favour of kind information

  
14/11/23

Technical Specialist, Project Management  
MegLIFE, MBDA Shillong