



No. MBDA/JICA/M&E/2022/925/1112


Dated: Shillong, the 21st July, 2023

Office Order

As you are aware, 'MegLIFE MIS Forms' were made for all field staff for uploading data using 'APPVERSE Mobile Application'. In this context following decisions were taken-

- 2 VCFs from 2 villages of each MegLIFE BPMU as mentioned in the **Annexure-1** shall be uploading data in the
 - Visit Form for VCFs
 - Household Survey Form
 - All VCFs shall complete Household Survey and upload data in the MIS form
 - All Field Staff shall upload data as per the time schedule and role defined in the Index Sheet attached at Annexure-2.
 - Hence forth all TA/DA claims of staff will be cleared using the visit forms of MIS uploaded by the concerned staff for the particular month.
 - BPMs posted in DPMUs shall facilitate 1 VCF as selected (refer Annexure-3) to upload data in the 'MIS Register Forms' referring data as recorded in the physical registers of that particular village assigned to them. List of BPM-wise village assigned for uploading data is attached as Annexure-3
- Tasks mentioned at point no.1, 2 and 5 shall be completed by 28th July, 2023.
All concerned are directed to follow the instructions as mentioned above.

Encl: As Stated


Additional Project Director
MegLIFE, MBDA Shillong

Memo No. No. MBDA/JICA/M&E/2022/925/1112


Dated: Shillong, the 21st July, 2023

To:

- The Block Project Managers, MegLIFE, MBDA posted in Blocks
 - The Block Project Managers, MegLIFE, MBDA posted in Districts
- for necessary action

Copy to:

- The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
-for favour of kind information
- The District Project Managers, MegLIFE, MBDA
-for necessary action


Additional Project Director
MegLIFE, MBDA Shillong

List of VCF for Trial MIS for Visit/Inspection form

Annexure-1

| Blocks | Name of VCF | Village Name | Contact No. |
|-------------|------------------------|---------------------|-----------------------|
| Baghmara | Amosh R Marak | Agrenggittim | 8131070715 |
| Baghmara | Griksrang N Sangma | Era Aning | 9863452584 |
| Betasing | Tensilla ch Marak | Skagre | 8837203679 |
| Betasing | Kitty R. Koch | Lutubari | 8787740433 |
| Dalu | Jebulun Sangma | Sandongpara | |
| Dalu | Riksing Sangma | Darengagre | |
| Dambo | Jackial Sangma | Mejolgre Nokat | 7628837162 |
| Dambo | Cherak Marak | Dogepgpuram | 6009846837 |
| Gambegre | Winner Ch Momin | Abendagre | |
| Gambegre | Nikmera Marak | Balikingre | |
| Gasuapara | Amrithon Ch Marak | Galwanggitok | 87983 35518 |
| Gasuapara | Andrew Ch Marak | Genabra | 8837403058 |
| Kharkutta | Thengsan M Sangma | Rajasimla Songgital | 9101237290 |
| Kharkutta | Akilson Momin | Kalwe | |
| Mairang | Rishadalin Wahlang | Laitdombah | 6009411146 |
| Mairang | Iamonlang Syiemlieh | Kynrud | 9378186372 |
| Mawkynew | Noren Suting | Laitmysang | 6009390273 |
| Mawkynew | Rishonskhem Mynsong | Madandemkhlieng | |
| Mawkyrwat | Smt. Veronica Kharhari | Mawkhyrwang | |
| Mawkyrwat | Shri. Cleverton | Mawkyllung | |
| Mawryngknen | Sientimai Mynsong | Kut | 6009582741 |
| Mawryngknen | Plielad Ryntong | Kshepyndeng | 7628087725 |
| Resubelpara | Bolmon Sangma | Nokatgri | |
| Resubelpara | Laibe Marak | Rongmatcha | |
| Rongara | Iwilson D Sangma | Kunchung Songmong | |
| Rongara | Dimsrang Ch Momin | Dilisinggre | |
| Rongram | Jakringsal Sangma | Chinapgre | |
| Rongram | Sinjen Marak | Balupara | |
| Saipung | Wisperson Sutnga | Daistong | 9366998390 |
| Saipung | Meyoki Rupon | Moolasngi | 6009213488 |
| Samanda | Shri Riksan M Sangma | Kalak Dorek | 9366979544 |
| Samanda | Shri Rakhan Sangma | Rongribo Amalgre | 7630963518/7005636291 |
| Songsak | Gamsil N Sangma | Rongrongre | |
| Songsak | Gabriel T Sangma | Aberamgre | |
| Thadlaskein | Shri. Heyboyme Pyrphet | Lapangap | 6001824031 |
| Thadlaskein | Kum. Rachel Manar | Umjalisiaw | 9366605779 |
| Tikrikilla | Krejit B Sangma | Mengotchigre Ading | |
| Tikrikilla | Pritingson M Sangma | Rabukong | |
| Umling | Ricky Terang | Umrang Rongkru | 8014218917 |
| Umling | Felisita Syngkli | Jyntru | 8132062314 |
| Umsning | Smt. Sumarlang Mawlong | Niangdai | 8259809349 |
| Umsning | Smt. Bestfrida Lyngdoh | Nongmawlong | 8415042509 |
| Zikzak | Horidas Hajong | Ullubaripara | |
| Zikzak | Simbath Marak | Ritekpara | |

| MIS Form Data uploading Index | | Annexure-2 |
|--|------------------------|---|
| Form | to be Filled by | When |
| PLUP Micro Planning | BPMU | 15 Days from the Start Date |
| NGO attendance | BPMU | Monthly |
| Plantation -Pre Planning F1 | BPMU | March-April of the Plantation year |
| Plantation -Plantation F2 | BPMU | June-January |
| Plantation -Maintainance F3 | BPMU | June-January |
| Community Nursery Planning Form F1 | BPMU | April- July |
| Community Nursery Details Form F2 | BPMU | March-April |
| Community Nursery Form F3 | BPMU | Weekly |
| Community Mobilization form | BPMU | Monthly |
| PES Awareness | BPMU | |
| SALT | BPMU | Monthly |
| Procurement Register(material) | FE | Need based |
| Measurement Book | FE | Need based |
| Community Hall Construction Form | FE | Need based |
| Spring Tap Chamber (SWC) | FE | Need based |
| RCC Storage Tank (SWC) | FE | Need based |
| Plastic Tank (SWC) | FE | Need based |
| Visitor Form for PMC (Field Cordinator) | PMC Field Coordinator | Daily |
| Community Nursery Checklist Form | PMC Field Coordinator | As per the scheduled mention in the order |
| UAV mapping | SPMU | |
| Overall Training form | SPMU/BPMU | Need based |
| Vpic, EC and VCF details Form | SPMU/BPMU | Need based |
| Village boundary demarcation | SPMU/BPMU | one time |
| Visit/Inspection form | SPMU/DPMU/BPMU/VC F | All field visit |
| Cash Book | VCF | Monthly |
| Community Contribution Register (Reciepts) | VCF | Monthly |
| Muster Roll | VCF | Monthly |
| Register for Minutes of Meeting | VCF | Monthly |
| Fixed Asset Register | VCF | Need based |
| Current Asset Register | VCF | Need based |

List of BPM incharge per district for Trial MIS for Register Maintenance

Annexure-3

| SI No | District | Block | Village | VCF Name | BPM Incharge |
|--------------|------------------------|----------------|----------------|---------------------|-------------------------------|
| 1 | West Garo Hill | Dalu | Akinpara | Georgewell M Marak | Amelya Momin |
| 2 | South West Garo Hills | Betasing | Skagre | Tensila Ch. Marak | Sengsilchi M Sangma |
| 3 | North Garo Hills | Resubelpara | Rongpetchi | Jaksime G. Momin | Sengsilchi M Sangma |
| 4 | South Garo Hills | Baghmara | Era Aning | Griksang N Sangma | Saili K Marak |
| 5 | East Garo Hills | Dambo Rongjeng | Rongchek Akong | Emerald D Sangma | Salchi Zacharia K Marak |
| 6 | East Khasi Hills | Mawrynkneng | Iapshyndeit | Sarabika Rynjah | Marbakor Kharbyngar |
| 7 | Eastern West Khasi Hil | Mairang | Laitdombah | Tobias Jana | Peacefulda Ryntathiang |
| 8 | South West Khasi Hills | Mawkyrwat | Mawkhyrwang | Prelanda Thongnirit | Bansuklang Syiem |
| 9 | East Jaintia Hills | Saipung | Saipung | Genevy Biate | Kynsaibha Mukhim |
| 10 | West Jaintia Hills | Thadlaskein | Sanaroo | Ioowanphi Talang | Malcolm Carter Jones Nongpluh |
| 11 | Ribhoi | Umling | Myrdon Mawtari | Denisha Tado | Lily C Ramhlunkim Hmar |