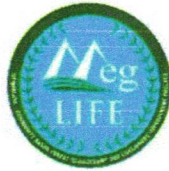


Office of the Project Director
Community-based Forest Management and
Livelihood Improvement in Meghalaya

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✉ meglife.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

🌐 www.mbda.gov.in

No. MBDA/JICA/2022/279/938

Dated: Shillong, the 4th March, 2022

To

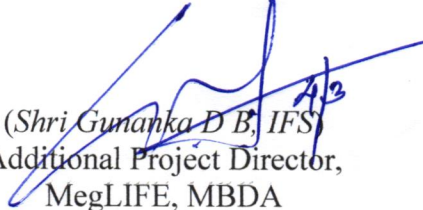
All BPMs
BPMU, MegLIFE
MBDA

Sub: Actions to be taken-reg.

With reference to the subject cited above, all BPMs are directed to ensure that the following actions are implemented immediately, and a report on the same is submitted to the office of the undersigned by 13th March 2023.

- 1. Plantation Area in Batch 1 Project Villages-** BPMs shall convene meetings of the VPIC Executive Committee in all the Batch-1 villages in their respective Block to discuss and finalize the area of land available for plantation in the village. The minutes of the meeting shall be recorded in the Meeting Register of the VPIC, and a copy of the same shall be shared with the SPMU. An indicative agenda for discussion with VPIC Executive Committee is enclosed herewith for your reference. If meetings have already been conducted in some villages with the mentioned agendas, the minutes are to be shared to SPMU.
- 2. PLUP and Micro plan report** - A thorough examination of the PLUP and Micro-plan Report for the villages where the activity is reported to be complete is to be carried out in the week starting 6th March 2023 to identify the gaps. Necessary corrections, if needed, are to be incorporated. Any incomplete data/information in the PLUP and Microplan Report shall be supported with proper justifications or remarks.
- 3. Coordination between DPMU and BPMU** - It has been observed that sometimes there is a lack of cooperation/ coordination between the staff working at BPMU and DPMU. The BPMUs are required to work in close coordination with their respective DPMUs to ensure smooth implementation of Project activities both at the office and in the field. BPMs are instructed to report or bring to the notice of the undersigned for any short-comings in this regard.

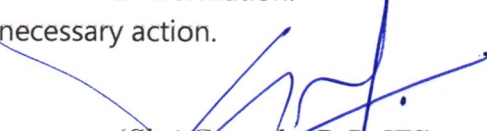
Enc: As above


(Shri Gunanka D B, IFS)
Additional Project Director,
MegLIFE, MBDA
Shillong

Memo. No. MBDA/JICA/2022/279/938-A
Copy to:

Dated: Shillong, the 4th March, 2022

1. Dr. Vijay Kumar D, IAS, Project Director, Meg LIFE for kind information.
2. The DPM, DPMU, MegLIFE for information and necessary action.


(Shri Gunanka D B, IFS)
Additional Project Director,
MegLIFE, MBDA
Shillong

Agenda note for VPIC, EC discussion:

A. Plantation -

Identification of sites/land for plantation - BPMs to convey in the meeting, that MegLIFE will only consider investment, on a condition that every village provides a minimum of 50 Ha areas for plantation. Otherwise, the project investment will be scale down in those villages that provide less land, and be extended to other project villages that are providing more land for plantation.

Benefit sharing mechanism - Any alternate mechanism offered by the land owners, decision is to be taken by the VPIC taking into consideration that benefits are shared and meet to all sections in the village.

Advance work for plantation for this year, 2023 - Survey, demarcation, jungle clearing and pit digging is to be completed by March, 2023 before onset of monsoon.

Discussion with private land owners (they are also to be invited to the meeting) on identified sites and other potential sites for plantation in the village and discussion on terms and conditions to be agreed with the VPIC.

B. Construction of Community Hall

- **Approval by the VPIC to the site/location** that have been identified by community members for construction of the community hall.
- Signing of MoA between VPIC and landowners (in case of private land).
- In case of Community land 'No Objection Certificate (NOC)' shall be obtained from the village Sordar/Nokma.
- **Materials for construction** - Those VPICs that have sought permission for purchasing of construction materials in advance, can be granted only if they ensure the proper and safe keeping custody of the procured materials along with submission of a written undertaking by VPIC.

C. Construction of drinking water tank and spring tapped chamber

- **Approval of the identified sites** by those VPICs where funds have been placed for construction and implementing this activity on the basis of requirement conveyed by the villagers.

D. Community contribution

- For construction, operation and maintenance of constructions, VPIC may contribute in capital cost in cash and / or kind and /or labour. The VPIC Executive Committees may consider exempting individual contribution from the poor, specially-abled, single mother and socially excluded groups.
- To maintain a copy of the register at VPIC level as per the format enclosed herewith along with the guideline for community contribution for reference.
- As observed, communities have contributed labour in jungle clearance activities for establishment of community nursery. It shall also be recorded, and similarly to follow the process of recording for other activities wherever contribution by community is involved.

E. **Membership register** - Keeping a record all the details, including job card and bank details of all the VPIC members. A format is enclosed herewith for your reference

F. **Minutes register** - A copy is to be maintained and minutes of the meetings shall be recorded for all meetings convened at the VPIC level.

Note:

BPM shall bring and submit a copy of the minutes of the meeting on the above mentioned agenda viz. Plantation, construction of Community Hall, construction of Drinking Water Tank, spring Tapped Chamber and a photocopy of the community contribution register and membership register details that has been entered till date is to be shared to SPMU.

Guideline for Community Contribution and Accounting

For construction, operation and maintenance of these constructions, VPIC may contribute 5% of the capital cost in cash and / or kind and /or labour. The VPIC Executive Committees may consider exempting individual contribution from the poor, specially-abled, single mother and socially excluded groups. Community contributions shall be accounted separately for audit purpose.

Community Contribution

- ✓ Contribution may be of minimum 5% or less of total capital cost depending on the decision of VPIC in form of cash/ kind or labor or both.
- ✓ Willingness of local villagers to participate and instil a sense of ownership must be ensured.

Accounting

- ✓ A register is required to be maintained to record the receipt of cash contribution received from the community on regular basis before utilizing the fund.
- ✓ Opening separate bank account for contribution received with any scheduled commercial bank is encouraged. This will add to the trust as funds are not with an individual but a bank where all records are properly maintained.
- ✓ The mechanism with and develop ownership among them.
- ✓ This fund may also be utilized in future for maintenance etc.
- ✓ Prepare a plan on how to utilize the contribution received and maintain record of receipt and expenditure. Accounting will bring in transparency to the system.

Daily and annual O&M task

- ✓ VPIC while working as a public utility needs to look after certain day-to-day, service delivery, O&M tasks.
- ✓ Ensuring proper use of infrastructure, cleanliness etc.
- ✓ Carrying out minor repairs as and when required
- ✓ Hold periodic meetings and maintain record for the same.
- ✓ Facilitate inspection and functionality assessment by officials from BPMU/DPMU/SPMU.

Community Contribution Register

Name of VPIC Member	Contribution Received				Signature of the VPIC Member	
	In Cash (Rs.)	In Kind Material (sand/brick/cement etc. specify)		In terms of labour (days)		
		Type	Value (Rs.)	DLs	Value (Rs.)	