

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



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/275/2022/1464

Dated: Shillong, the 18th Jan, 2024

NOTIFICATION

There will be a review meeting of MegLIFE DPMU & BPMU on 22nd Jan, 24 from 10:00 am onwards at District Auditorium, Tura under the Chairmanship of APD, MegLIFE to review all activities going on under the MegLIFE Project in the respective districts.

All SPMU verticals (Finance/Procurement/MIS/NRM/KM/Civil Engineering/SALT/Springshed Management), DPMs, BPMs, FEs of Khasi & Jaintia Region and DPMs, BPMs, Project Associates (Forester), Field Engineers, Field Coordinators, Programme Associates Finance (DPMUs), Programme Associates and Assistant Managers BPMUs of the Garo Region MegLIFE Project are directed to attend the review meeting on 22nd Jan, 24 at District Auditorium, Tura.

Field Coordinators, PMC, MegLIFE posted in Garo Region are also directed to attend the meeting.

Agenda Enclosed

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

Memo No. MBDA/JICA/275/2022/1464

Dated: Shillong, the 18th Jan, 2024

To

1. All Concerned

Copy To:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong
2. Team Leader, PMC, MegLIFE

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong

Agenda for MegLIFE DPMU/BPMU Review Meeting 22-01-24

Finance

- > Status of UC Preparation for FY-2022-23.
- i) VCFs to visit BPMU fortnightly to make UCs based on expenditure.
- > Activities for which sanctions issued but activities not taken up at village level
- > Fund management under MegLIFE
 - i) booking of vouchers according to Sanction order
 - ii) Cashbook folio number matching with voucher
 - iii) Superscribing every voucher with sanction order number with red ink
 - iv) separate muster roll sheets to be carried to activity site daily for taking signature of labourers and based on this entries to be made in the muster roll register
 - v) Monthly SOE of VPICs to be submitted to DPMUs based on this monthly accounts to be prepared at DPMU and submitted to SPMU

Plantation

- > Categorization of villages according to plantation lands availability
- > Status of area identification for 2024 plantations for 80 villages where CH construction started against deadline of 15th Jan,24
- > Status of plantations raised in 2023
 - i) 1st weeding
 - ii) second weeding
 - iii) 3rd weeding
 - iv) Fireline
 - v) Inspection path
 - vi) Survival %
- > Status of selection of 2024 plantation areas against of target of 9000 ha
- > Finalizing Agro-forestry models

Community Nursery

- > Review of Current status as reported by BPMs vs reported by PMC Field Coordinators on the following
 - i) Survival % of saplings in poly bags
 - ii) no. of vacant poly bags
 - iii) Disease & Pest attacks
 - iv) poor maintenance

EPA

- >Status of community hall construction
- >Related issues

**SWC
Structures**

- > current status of Site identification and feasibility study of SWC structures for FY 2023-24
- > Status of works as sanctioned in last FY 2022-23
- > Status of initiation of construction against target of 2023-24
- > Piloting of Vented checkdam

**IGA &
Livelihoods**

- > Formation & Registration of IVCS
- > Decision on villages with no plantation area
- > Formation of new SHGs from PG
- > Initiation of survey for Enterprise Feasibility Study
- > Opening of Bank accounts of IVCS

SALT

- > Status of submission of data on running meter of existing SALT Farms
- > Seed collection from existing SALT farms
- >Monitoring related issues
- > Identification of new farmers for 2024 season

MIS

- > Status of data uploading on plantation, CN, CH as on deadline 15th Jan,24
- >Batch-1 Microplan data uploading status
- >HH data entry
- >IVCS workshop data entry
- > Visit by staff to project villages
- > Status of uploading data on the register forms