



No. MBDA/JICA/275/2022/2267.

Dated: Shillong, the 13th March, 2025


NOTIFICATION

Subject: Review Meeting with DPMUs MegLIFE Project

1. This is to inform you that a detailed **Review Meeting** of the DPMUs of MegLIFE Project with APD, DPD and all verticals of SPMU will be conducted during DPMs mobilization to SPMU from 17th to 22nd March, 2025. This is scheduled to be held at **MegLIFE SPMU, Shillong**.
2. All DPMs, BPMs of Garo region shall attend the review meetings and sessions physically as per the schedule attached at Annexure-1 (Enclosed).
3. There will be a detailed session on IGA followed by training on business plan preparation for VDVK from 18th to 19th March, 2025. All DPMs, all BPMs and all IGA staff of both Khasi & Jaintia and Garo Region shall attend physically the sessions and training as mentioned.
4. For the Finance session, scheduled to be held on 18th March, 25, concerned accountants posted in the District and Block shall attend virtually during the session on their respective districts. Link for joining will be shared on that day from SPMU Finance.
5. Vertical wise tentative agenda (enclosed at Annexure -2) is attached for reference. Please check the link shared in the MegLIFE DPMs WhatsApp group for detailed agenda. All DPMs are directed to go through the agenda and come prepared.

All concerned are directed to attend the review meetings and sessions as per the schedule without fail.

Enclosed: i) Schedule of the review meeting and sessions
ii) Tentative Agenda


(Shri Wankit Kupar Swer)
Deputy Project Director
MegLIFE, MBDA Shillong

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To

1. All Concerned

Copy To:

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

Brahat

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong

Schedule for Review Meeting and Sessions with SPMU Vertical

Annexure-1

Date	10:30 - 12:00 am	12:00 - 1:30 pm	1:30 - 2:15	2:15-3:45	3:45 - 5:15	5:15 - 6:30
17-03-2025	Briefing with APD	Briefing with APD	Lunch	GH BPM meeting with APD Session with Raju Sir	MIS	MIS
18-03-2025	Finance - EGH, NGH, SGH IGA - EKH, RB Plantation/ SALT/Aroma - EJH, WJH EPA/SWC - SWKH/EWKH, WKH Springshed - WGH, SWGH District affairs	Finance - WGH, SWGH IGA - EJH, WJH Plantation/ SALT/Aroma - EGH, NGH, SGH EPA/SWC - EKH, RB Springshed - SWKH/EWKH, WKH District affairs	Lunch	Finance - EKH, RB IGA - SWKH/EWKH, WKH Plantation/ SALT/Aroma - WGH, SWGH EPA/SWC - EGH, NGH, SGH Springshed - EJH, WJH District affairs	Finance - EJH, WJH, IGA - EGH, NGH, SGH Plantation/ SALT/Aroma - SWKH/EWKH, WKH EPA/SWC - WGH, SWGH Springshed - EKH, RB District affairs	Finance - WKH/EWKH, SWKH IGA - WGH, SWGH Plantation/ SALT/Aroma - EKH, RB EPA/SWC - EJH, WJH Springshed - EGH, NGH, SGH District affairs
19-03-2025	Review with DPD	Review with DPD	Lunch	CB & Training	District affairs	District affairs
20-03-2025	FMP	Procurement	Lunch	Review of sister DPMU	Review of sister DPMU	District affairs
21-03-2025	Presentation on observations of Sister DPMU review	Presentation on observations of Sister DPMU review	Lunch	Presentation on observations of Sister DPMU review	District affairs	District affairs
22-03-2025	Presentation on lessons and way forward by DPMs - NGH, EGH, RB	Presentation on lessons and way forward by DPMs - WGH, EJH	Lunch	Presentation on lessons and way forward by DPMs - SWGH, SGH, WJH	Presentation on lessons and way forward by DPMs - SWKH, WKH/EWKH	Wrap up with APD

Agenda for Review Meeting and Sessions with SPMU Verticals

Plantations

1. Finalise on 2024 plots and delete unwanted entries from MIS
2. Check for update on Weeding 2023, Weeding 2024, Watch&Ward, Fireline on MIS
3. Any sanction/fund pending for 2024 Plantation activities
4. Finalising of 2025 Plantation plots - model + Method
5. Nursery F3 final dashboard verification
6. Sapling requirement and pre-booking of rhizomes, saplings, etc

SALT

1. Control & Model Farm (Discussion and verification of information provided on the parameters (Soil type, Elevation, Slope & Crops type)
2. Soil Testing (Control & Model Farm): its importance
2. Crops Calender in Model Farms
3. Weeding, Pruning, Biofilters & Mulching (Hedgerows in AGF 2023, AGF 2024 & Model Farms)
4. Seeds availability / Collection from SALT Farms, Storing & checking for quality seeds
5. NFP Seeds / Citronella Slips requirements for newly identified AGF Models
6. Issues

EPA & SWC

- 1 Funds and sanctions
- 2 Progress status
- 3 Data management
- 4 Evaluation of FE' and Apprentice
- 5 MIS issues
- 6 Issues with regard to non-started activities/ issues on implementing the activities

Sprigshed Management

- 1 Rectification of MISi. To list down springs missing from Monitoring Form & provide data for the sameii. To finalise total target of springs blockwise (segregate monthly target)
- 2 Finalise list of villages not willing to implement DTR
- 3 Progress & timeline completion of work for sanctioned activities
- 4 Issues

Finance

- 1 Unutilised fund with VPICs, Process for pulling back the unutilised fund to DPMU bank Accounts
- 2 Wrong bookings

IGA

- 1 - Business Plan Finalisation (Vetting of Plan)
- 2 - Sanction of Business Plan
- 3 - Developemnt of Calendar for CB
- 4 - Development of Procurement Calender
- 5 - Staff Reporting Mechanism
- 6 - Bamboo Demand
- 7 -VDVK information collation
- 8 - VDK Business Plan finalisation
- 9 - MIS update

Capacity Building