No. MBDA/JICA/2023/72/1028   Dated: Shillong, the 22nd May, 2023

Office Order

This to enclose a proforma for Monthly Work-logs to be submitted by all Project Associates (PA) of the MegLIFE Project. All the PAs are required to submit these Work-logs every month by 7th of the following month. These worklogs should be verified and countersigned by the respective BPMs and should be forwarded to SPMU with their comments. These worklogs would be reviewed by Shri G.S Raju, Consultant (Project Management) at Shillong involving the Khasi and Jaintia Regions PAs and by Shri Gautam Chakraborty, Consultant, MBDA involving Garo Region PAs in separate meetings.

The Project Associates are also directed to participate in the BPMU Review Meetings along with BPMs and other BPMU staff, held under the chairmanship of Shri G S Raju, Consultant (Project Management)

Enclo: As Stated

Additional Project Director
MegLIFE, MBDA Shillong

Memo No. MBDA/JICA/2023/72   Dated: Shillong, the 22nd May, 2023

To:

1. The Block Project Managers, MegLIFE, MBDA
2. The Project Associates, MegLIFE, MBDA

-for necessary action

Copy to:

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

-for favour of kind information

2. The District Project Managers, MegLIFE, MBDA

Additional Project Director
MegLIFE, MBDA Shillong

Monthly Work log for Project Associate
MegLIFE Project, MBDA

Name: _____

BPMU: _____

Date	Duty Start Time	Duty End Time	Field Work Done	Office Work done	Govt. Holiday	Leaves

Date	Duty Start Time	Duty End Time	Field Work Done	Office Work done	Govt. Holiday	Leaves

Month: Year:

Total Working Days:

_____
Signature of Project Associate   Date

_____
Signature of BPM for Verification   Date