

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



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. PLN/MBDA/09560/2024/NF/2839

Dated: Shillong, the 03rd August, 2026

NOTIFICATION

Sub- Periodic Review of Measurement Books (MBs) at SPMU

Ref- i) Memo No. PLN/MBDA/09560/2024/NF/2503 dt. 31st Oct, 2025

ii) Minutes of Meeting issued vide Memo No. PLN/MBDA/187222/2026/NF/2781 dt. 30th June, 26

iii) Minutes of Meeting issued vide Memo PLN/MBDA/187222/2026/NF/2794 dt. 10th July, 26

In pursuance of the office order cited in the reference above and decisions taken during the review meetings held under the Chairmanship of the undersigned on 30th June, 2026 and follow-up review by the Deputy Project Director on 6th July, 2026, Periodic Sample Checking of Measurement Books (MBs) is scheduled to be organized from from **10th to 14th August 2026** at SPMU, Shillong.

The exercise is scheduled to ensure the quality, accuracy and uniformity in the preparation of Measurement Books for all civil works implemented under the MegLIFE Project. The exercise will involve detailed scrutiny of sample MBs, identification of common errors, standardization of recording practices and hands-on guidance to field functionaries.

The following staff are directed to attend the workshop as per the **block-wise schedule attached at Annexure 1:**

1. All Field Engineers.
2. External Experts engaged at BPMUs/DPMUs
3. All Accountants.

All concerned mentioned above are directed to:

- Bring the Measurement Books, estimates, drawings, supporting documents and calculators/laptops etc.
- Ensure that all records are arranged serially for smooth verification.
- Attend the workshop on the dates allotted to their respective blocks as per the enclosed schedule.
- Complete all corrections suggested during the workshop before leaving SPMU.

The presence of all concerned staff is mandatory. DPMs are directed to ensure that the concerned staff attend the workshop without fail and are relieved in time for the scheduled dates.

// By Order//

Encl- As stated above.

(Gavade Sachin Shankar, IFS)

Addl. Secretary to the Govt. of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA, Shillong

Memo No. No. PLN/MBDA/09560/2024/NF/2839

Dated: Shillong, the 03rd August, 2026

To:

1. All DPMs/BPMs, MegLIFE, MBDA
2. Civil/Finance/M&E Verticals, SPMU, MegLIFE, MBDA
3. All FEs/EEs/PA, Finance, BPMU/DPMU, MegLIFE, MBDA

-for necessary action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariat Building, Shillong
2. The Deputy Project Director, MegLIFE, MBDA

-for favour of kind information

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AGM, Project Management
MegLIFE, MBDA Shillong

Annexure-1

MEGLIFE_DISTRICT	MEGLIFE_BLOCK	Date	Activity	Date	Activity	Days	Participants
EAST GARO HILLS	SONGSAK	08-10-2026	Checking of MBs	08-11-2026	Completion of MBs	Monday- Tuesday	FEs, EE, Accountants
EAST GARO HILLS	SAMANDA	08-10-2026	Checking of MBs	08-11-2026	Completion of MBs	Monday- Tuesday	FEs, EE, Accountants
EAST GARO HILLS	DAMBO RONGJENG	08-10-2026	Checking of MBs	08-11-2026	Completion of MBs	Monday- Tuesday	FEs, EE, Accountants
SOUTH WEST GARO	BETASING	08-10-2026	Checking of MBs	08-11-2026	Completion of MBs	Monday- Tuesday	FEs, EE, Accountants
SOUTH WEST GARO	ZIKZAK	08-10-2026	Checking of MBs	08-11-2026	Completion of MBs	Monday- Tuesday	FEs, EE, Accountants
SOUTH GARO HILLS	GASUAPARA	08-11-2026	Checking of MBs	08-12-2026	Completion of MBs	Tuesday-Wednesday	FEs, EE, Accountants
SOUTH GARO HILLS	CHOKPOT	08-11-2026	Checking of MBs	08-12-2026	Completion of MBs	Tuesday-Wednesday	FEs, EE, Accountants
SOUTH GARO HILLS	BAGHMARA	08-11-2026	Checking of MBs	08-12-2026	Completion of MBs	Tuesday-Wednesday	FEs, EE, Accountants
SOUTH GARO HILLS	RONGARA	08-11-2026	Checking of MBs	08-12-2026	Completion of MBs	Tuesday-Wednesday	FEs, EE, Accountants
NORTH GARO HILLS	KHARKUTTA	08-11-2026	Checking of MBs	08-12-2026	Completion of MBs	Tuesday-Wednesday	FEs, EE, Accountants
NORTH GARO HILLS	RESUBELPARA	08-11-2026	Checking of MBs	08-12-2026	Completion of MBs	Tuesday-Wednesday	FEs, EE, Accountants
WEST GARO HILLS	DEMDEMA	08-12-2026	Checking of MBs	13/8/2026	Completion of MBs	Wednesday-Thursday	FEs, EE, Accountants
WEST GARO HILLS	TIKRIKILLA	08-12-2026	Checking of MBs	13/8/2026	Completion of MBs	Wednesday-Thursday	FEs, EE, Accountants
WEST GARO HILLS	RONGRAM	08-12-2026	Checking of MBs	13/8/2026	Completion of MBs	Wednesday-Thursday	FEs, EE, Accountants
WEST GARO HILLS	SALSELLA	08-12-2026	Checking of MBs	13/8/2026	Completion of MBs	Wednesday-Thursday	FEs, EE, Accountants
WEST GARO HILLS	DADENGGRE	13/8/2026	Checking of MBs	14/8/2026	Completion of MBs	Thursday-Friday	FEs, EE, Accountants
WEST GARO HILLS	DALU	13/8/2026	Checking of MBs	14/8/2026	Completion of MBs	Thursday-Friday	FEs, EE, Accountants
WEST GARO HILLS	GAMBEGRE	13/8/2026	Checking of MBs	14/8/2026	Completion of MBs	Thursday-Friday	FEs, EE, Accountants
WEST KHASI HILLS	MAWSHYNRUT	14/08/2026	Checking of MBs	14/08/2026	Completion of MBs	Friday	FEs, EE, Accountants
EASTERN WEST KHASI	MAIRANG	14/08/2026	Checking of MBs	14/08/2026	Completion of MBs	Friday	FEs, EE, Accountants
SOUTH WEST KHASI	MAWKYRWAT	14/08/2026	Checking of MBs	14/08/2026	Completion of MBs	Friday	FEs, EE, Accountants
RI BHOI	UMLING	14/08/2026	Checking of MBs	14/08/2026	Completion of MBs	Friday	FEs, EE, Accountants
RI BHOI	UMSNING	14/08/2026	Checking of MBs	14/08/2026	Completion of MBs	Friday	FEs, EE, Accountants