

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

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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

www.mbda.gov.in

No. MBDA/JICA/47/2021/2634.

Dated Shillong 13th March, 2026

OFFICE ORDER

This is for the information of all DPMs, BPMs, Block Field Engineers, Block and District Accountants and concerned SPMU Verticals that a review meeting cum orientation will be conducted on 19th and 20th of March in MegARISE Conference Hall, Shillong.

The review will focus on action taken on previous agenda discussed on 6th February, 2026, and the way forward for project activities for the year 2026.

Attached below is the schedule for the 2 days of meeting cum orientation and also the link for the Minutes of the Meeting held on 6th February, 2026 for reference.

https://docs.google.com/spreadsheets/d/1kvMoqxGg_3t_TPW0S6m2MAWCb0AxUF_6hBlKf9vuw4E/edit?gid=1611501504#gid=1611501504


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

Memo No. MBDA/JICA/47/2021/

Dated Shillong 13th March, 2026

Copy to:
1. All concerned.

Schedule for BPM/DPM Review				
Date	Time	Agenda	Focus	Responsibility
19/03/2026	10:30 - 11:00 AM	DPD Opening Remarks	BPMs + DPMs + FEs + Accountants	DPD
	11:00 - 01:00 PM	Orientation on 2026 Plantation Cost Norms	BPMs + DPMs + FEs + Accountants	TS, PM
		Orientation on Tea Plantation Model	BPMs + DPMs + FEs + Accountants	
		Orientation on Boundary Plantation 2025 Aroma	BPMs + DPMs + FEs + Accountants	
		Discussion on Sla met plantation	BPMs + DPMs + FEs + Accountants	
LUNCH				
19/03/2026	02:00 - 03:00 PM	Fishery Cost Norms	BPMs + DPMs + FEs + Accountants	TS, PM
		Macro Propagation Cost Norms	BPMs + DPMs + FEs + Accountants	
	03:00 - 03:30 PM	Orientation on MB for clearing Bills	BPMs + DPMs + FEs + Accountants	
	03:30 - 5:00 PM	Finance (Status of Disbursal and Utilisation, updated books of accounts, cross verification of MIS)	BPMs + DPMs + FEs + Accountants	SM, Finance
DAY2				
20/03/2026	10:30 - 12:00 PM	Plantation (Verification of plot data by BPMs with SPMU, Status of ginger/turmeric rhizomes for 2025 plantation, Elephant Corridor - flow of fund, MoA, Procurement of saplings, status of advance work, feedback of plot assessment)	BPMs + DPMs	NRM sector, TS, PM
	12:00 - 12:30 PM	SALT (Citronella/NFP Seeds Availability, Ststus of hedgerows in AGF plots and Model Farms, Soil testing)	BPMs + DPMs	SALT Verticals
	12:30 - 01:00 PM	Completion of Household survey data, Status of training data, VPIC Meeting data	BPMs + DPMs	Training & Capacity Building
LUNCH				
20/03/2026	02:00 - 03:00 PM	Progress of EPA + SWC Structures Villagewise with photos, MIS data, issues and challenges for completion	BPMs + DPMs	SWC Vertical + Springshed Vertical
	03:00 - 04:30 PM	IGA (Livestock Insurance, scheme documantation of IVCS Business plan, SEED, Training on Bookkeeping)	BPMs + DPMs	IGA Verticals
	04:30 - 05:30 PM	Session on Bamboo Mission Details (Plantation, Demarcation Process, Procurement, Accredition, Apprentice TA/DA, Bamboo Cluster)	BPMs + DPMs	AGM, MSBM
	05:30 - 06:00PM	MIS	BPMs + DPMs	MIS Verticals