



Government of Tripura
Forest Department



Project Management Unit, Tripura JICA Project
(Project for Sustainable Catchment Forest Management in Tripura)
Prakriti Bhawan, Gandhigram, West Tripura 799012

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MEETING NOTICE

It is hereby brought to the notice of the **DMU Chief (DFO), Sepahijala** that a **District level Review Meeting cum Interaction with JFMC Presidents and Treasurers** is scheduled to be held on **21-07-2025 at 10:00 AM**. The meeting will be chaired by the Chief Executive Officer and Project Director (CEO & PD) along with other PMU officials under the Tripura JICA Project (SCATFORM).

2. Agenda & Instructions:

- The DMU Chief (DFO), Sepahijala will arrange the venue and making all necessary logistical and administrative arrangements to ensure the smooth conduct of the meeting.
- The DMU Chief, Sepahijala will deliver a Power Point Presentation (PPT) summarizing the key activities and progress of the Tripura JICA Project (SCATFORM) since 2019-20, including all significant achievements of the Tripura Forest Department (TFD) up to 31 March 2025.
- All SDMU Chiefs, RMU Chiefs, BOs, LCs, COs, FFs, and **the Presidents and Treasurers of all JFMCs** under the district are required to attend the meeting and must bring all essential documents, including the Books of Records (21 Nos.) updated Bank Passbook of their respective JFMCs.

3. The DMU Chief (DFO), Sepahijala is hereby directed to make the necessary arrangements for the aforementioned meeting.

Sd/-
(Pravin Agrawal, IFS)
Chief Executive Officer & Project Director
Tripura JICA Project (SCATFORM)

To:
The DMU Chief (DFO), Sepahijala Tripura, for information and compliance.

Copy to:-

1. The PS to the PCCF & HoFF, Tripura for kind information of the PCCF & HoFF, Tripura.
2. The CCF (Territorial), Tripura.
3. The Director (AFA/M&E/LCD/SFM), Tripura JICA Project (SCATFORM).
4. The DDO, Tripura JICA Project (SCATFORM) for information.
5. All Program Manager, PE/ M&E /Communication Officer / GISO, Tripura JICA Project (SCATFORM) for information.

Director-M&E
Tripura JICA Project (SCATFORM)