



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 all DMU Chiefs (DFOs), that a District-level Review Meeting cum Interaction with JFMC Presidents and Treasurer is scheduled to be held (Annexure-I). 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:

- All **DMU Chiefs (DFOs)**, will arrange the venue and making all necessary logistical and administrative arrangements to ensure the smooth conduct of the meeting.
- The **DMU Chief** 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 31st 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. All DMU Chiefs (DFOs), are 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),

North/Unakoti/Khowai/West/Sepahijala/Gomati/South Tripura, for information and compliance.

Wildlife Warden, Gumti WLS 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.

(Harshakumar. C., IFS)
Director, M&E
Tripura JICA Project (SCATFORM)

Annexure-I**Schedule of District-level Review Meeting cum Interaction
with JFMC Presidents & Treasurers**

Sl. No.	District	Date	Time
1	North	10-06-2025	10:00 AM
2	Unakoti	13-06-2025	
3	Khowai	17-06-2025	
4	West	20-06-2025	
5	Sepahijala	24-06-2025	
6	Gomati	27-06-2025	
7	South	01-07-2025	
8	Dhalai (Gumti WLS)	05-07-2025	