



## 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

Phone: +91-3812397022, e-mail: tripurajica@gmail.com,

#### **OFFICE ORDER**

To ensure effective and smooth monitoring of the JICA-assisted SCATFORM project, the *Forestry Integrated GeoSpatial Solutions (FIGS)* platform has been developed, hosted, and is now live for data entry and project activity monitoring.

All Program Managers and other concerned staff members of the PMU are hereby instructed to begin monitoring the respective project activities through the FIGS portal with immediate effect and respective PM/PE have to ensure uploading of data in coordination with the Nodal officer of the district/forest sub division.

The list of project staff responsible for ensuring uploading of data for the specific modules/sub-modules is provided below :

SI No	Module	Sub module	Designation of the staff
1	Forest Management	Nursery	PM (FT)
		Plantation	
		Eco-development	PM (Liv)
		SMC	PE
		Working Plan Prescription	GISO
2	Catchment Management	SMC	PE
		Watershed Management	
		Water table and Rainfall	
3	Livelihood	Agroforestry	PM (Agro-Forestry)
		NTFP Based	PM (Liv) or PM (Agro Forestry)
		Livestock	PM (Liv)
		Fisheries	
		Ecotourism	
4	JFMC/EDC	JFMC / EDC	PM (M&E) or PM (Bio)
		SHG / JLG	
5	Capacity Building	Training	PM (Training)
		Market & Outreach	
6	Project Management	Asset Monitoring & Management	PM (M&E)
		HR Management	PM (Training)
		Financial Management	PM (Audit)
7	NTFP (NCE)	NTFP Resource Assessment & Inventory	TCBO / any other personnel assigned by Director (NCE)
		Collection & Processing Centre	
		Marketing outreach	

You are requested to regularly update and supervise the assigned components as per the project's operational guidelines mentioned in MoD.

For any technical assistance or clarification regarding portal access or functionality,

please coordinate with the PM(M&E) / GIS Lab of the PMU.

**This instruction may be treated as most important.**

This is issued with the approval of the authority.

(Harshakumar C, IFS)  
Director, Monitoring and Evaluation  
Tripura JICA Project (SCATFORM)

To,  
All Program Managers /  
Project Engineer / GISO  
Tripura JICA Project (SCATFORM)

Copy to:-

1. The PS to CEO & PD, Tripura JICA Project (SCATFORM) for kind information of the CEO & PD.
2. The Director, SFM/M&E/LCD/NCE, Tripura JICA Project (SCATFORM).
3. The DDO, PMU, Tripura JICA Project (SCATFORM).
4. The DDO, NCE, Tripura JICA Project (SCATFORM).
5. The Notice Board of PMU, Tripura JICA Project (SCATFORM).
6. All Staffs of Tripura JICA Project.

(Director Monitoring and Evaluation)  
Tripura JICA Project (SCATFORM)