



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

A review meeting with all District Management Unit Chiefs (DFOs) will be held on **17th May 2025 at 11:30 AM** in the Conference Hall of the Project Management Unit (PMU), Tripura JICA Project (SCATFORM), Prakriti Bhawan, Gandhigram, Agartala, West Tripura under the Chairmanship of Chief Executive Officer & Project Director, Tripura JICA Project (SCATFORM).

All concerned are hereby requested to make it convenient to attend the meeting on the date, time and venue mentioned above.

Agenda: -

- i. Submission of Pre-survey report.
- ii. Submission of Phase-wise photographs for the checkdams and status of checkdam construction.
- iii. Status of FIGS data uploading.
- iv. Confirmation of older plantation data for freezing.
- v. Status of DCPN with photos and available seedlings data.
- vi. AR 5000 ha field verification report (with proposal) by concerned district.
- vii. Requirement of Teak stumps.
- viii. Proposal for 2nd year and 3rd year maintenance apropos to FHQ direction.
- ix. Infrastructure requirements for Central/ Hi Tech nursery.
- x. Discussion of Krishnatilla M3 checkdam issue.
- xi. Report on usage of checkdam water by line department.
- xii. Status of formation of Clusters.
- xiii. Updating of JFMC/SHG Books of Records.
- xiv. SHG loan payment and recovery status.
- xv. Status of JFMC registration.
- xvi. Submission of Case Studies.
- xvii. Submission of IGA Training Reports.
- xviii. Status of JFMC Audit Report.
- xix. Status of submission of Accounts.
- xx. Any other issue as deem fit.

All DMU Chiefs are requested to come prepared with the agenda wise information/status and make PPT presentation of about 15 (fifteen) minutes for the

meeting.

Yours faithfully,

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

To:

1. Director (AFA/LCD/SFM), Tripura JICA Project (SCATFORM).
2. District Management Unit Chief, North/Unakoti/Dhalai/Khowai/West/Sepahijala/Gomati/South.
3. Wildlife Warden, Gumti Wildlife Sanctuary
..... For information and to take the necessary action.

Copy also forwarded to: -

1. PPS to the Principal Chief Conservator of Forest & HoFF, Tripura.
2. PS to the Chief Executive Officer & Project Director, Tripura JICA Project (SCATFORM).
3. The Chief Conservator of Forest, Territorial for kind information.
4. The DDO, Tripura JICA Project (SCATFORM) for information.
5. The Dy. Director-Fisheries, Tripura JICA Project (SCATFORM) for information.
6. All Program Managers/ CO/PE/GISO, Tripura JICA Project (SCATFORM) for information and necessary actions.
7. Office Manager, Tripura JICA Project (SCATFORM) for information and necessary arrangements.
8. I/c Account section, Tripura JICA Project (SCATFORM) for information and necessary actions.
9. Estt. Section, Tripura JICA Project (SCATFORM) for information and necessary actions.

Director, M&E
Tripura JICA Project (SCATFORM)