



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

Subject: - Discussion on Realignment of PMC Scope of Work under SCATFORM Project

Based on the Mid-Term Review of project activities, ongoing implementation requirements, and anticipated future deliverables, the Project Management Unit (PMU) has undertaken a strategic assessment of the Project Management Consultancy's (PMC) structure and scope of work.

Following this review, it has been decided to **realign the Terms of Reference (ToR)** of the PMC to better address the evolving priorities and objectives of the SCATFORM Project.

Accordingly, a meeting is scheduled **under the Chairmanship of the Chief Executive Officer & Project Director, SCATFORM Project**, as per the following details:

- **Date:** 10th June, 2025
- **Time:** 5:00 PM
- **Venue:** Conference Hall, PMU, Prakriti Bhawan, Gandhigram, Agartala

During the meeting, discussions will take place on the proposed realignment of the PMC's Scope of Work in light of the Mid-Term Review and new activities.

All concerned are requested to kindly ensure their presence in this important meeting.

Director-AFA

Tripura JICA Project (SCATFORM)

Copy to:-

1. The PS to the CEO & PD, Tripura JICA Project for kind information of CEO & PD, Tripura JICA Project.
2. The Director M&E / LCD / SFM, Tripura JICA Project (SCATFORM) for information.
3. The DDO, Tripura JICA Project (SCATFORM) for needful action.

6. All Program Managers, Tripura JICA Project (SCATFORM) for information & necessary action.
7. Account Section PMU, Tripura JICA Project (SCATFORM) for necessary action.
8. Cashier PMU, Tripura JICA Project (SCATFORM) for necessary action.