



KKM-staffs Task & Achievements report month of January -2021

Office: HOH, Jaffna

No	Name of staff	Project proposal	Project completion Report & account reporting	Workshop, Meeting & program	Project implementing & complete	Nutrition food distribution	Media promotion & Story Book work	Green leaf promotion work	Project visit	Document purpose & Other work	work progressing	Working days & hours	Total activity	Complete task	Percentage
Group -01 Office base staffs															
01	Rev.T.S.Joshua	-	03	17	-	-	-	01	-	112	-	145hours	132	133	
02	Mr.M.Thibagar	-	02	04	03	01	-	-	-	04	-	23days	18	14	
03	Miss P. Uthayashanthini	19	03	0	02	-	-	-	-	01	03	23days	36	33	
04	Miss T Shahana	-	03	07	02	-	05	02	-	02	05	-	26	21	
05	Mrs.D.Thavarubini		03	07	-	-	-	-	-	04	01	25days	15	14	
06	Mrs.N.Nagenthiran	-	-	05	01	-	-	-	01	03	01	26days	11	10	
07	Miss.R.Kokila	-	04	06	-	-	-	-	01	-	04	25days	15	11	
08	Mrs.Anantharasha	-		01	-	-	-	-	-	05	-	26days	08	06	
09	Mrs. Nanthini	-	-	06	01	-	02	-	-	03	02	-	14	12	
Group 02 Home base staffs															
10	Miss Debora	-	01	06	-	01	-	04	-	04	05	-	21	16	
11	Miss.T.Shanusha	-	01	02	-	-	-	-	-	03	-	-	10	06	
12	Miss T.Kalaivani	-	-	02	-	-	-	-	-	03	-	-	10	05	
13	Miss. Abisha			03						05	-	-	11	08	

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Rev.T.S.Joshua	Project completion report Safeguarding	01	01	Completed	43	
	Project completion report PFFC	01	01	Completed		
	Project completion report LPAR	01	01	Completed		
	Staff meetings hoh (Virtual)	03	03	Completed	3	
	Community meeting Thinker Circles	03	06	Completed	10	
	Meeting with Rotary	04	04	Completed	9	
	Email correspondence with partners	114	112	Completed	25	
	Taste forum Green leave promotion	01	01	Completed	3	
	Working with Nalini Amma Safeguarding			Completed	4	
	Other office work			Completed	12	
	Workshop water management with Dr Sivakumar Organizing & leadership			Completed	10	
	Special seminar for Kilinochchi education forum Preparation & Presentation			Completed	11	
	Zoom meeting with partners	4	4	Completed	14	
Mr.M.Thibagar	Murunka report		01	Completed		
	Guail hen shed work		01	Completed		
	100 coconut plants work		01	Completed		
	Vavuniya leprosy patient income details preparation		01	Completed		
	Nutrition food local donors work		01	Completed		
	Healthy food distribution		01	Completed		
	Leprosy reporting work finished		01	Completed		
	2 water for livelihood project completed		02	Completed		
	Leprosy day budget district		01	Completed		
	KKM project team meeting		04	Completed		
Miss. P.Uthayashanthini	AED Reporting updating work	08.01.2021	01	Completed		Document purpose
	Special meeting with project team in HOH	09.01.2021	01	Completed		
	Ramar bajaranai program	13.01.2021	01	Completed		
	NGO Consortium meeting in kilinochchi	13.01.2021	01	Completed		
	Special food program arrangement		01	Completed		
	Sisira Karunarathna Sanitation project proposal		01	Completed		Document purpose
	Sisira Karunarathna tube well project proposal		01	Completed		Document purpose
	Sisira Karunarathna housing project proposal		01	Completed		Document purpose
	Turmeric project proposal		01	Completed		Document purpose
	Sivaneethan water for livelihood project proposal		01	Completed		Document purpose
	Nagarasha water for livelihood project proposal		01	Completed		Document purpose
	Varatharasha Premalatha water for livelihood project proposal		01	Completed		Document purpose
	Ramar bajaranai project proposal		01	Completed		Document purpose
	Kaaddu thiruvila project proposal		01	Completed		Document purpose
	Leprosy day project proposal		01	Completed		Document purpose
	Keerai selvam book launch project proposal		01	Completed		Document purpose
	Sivanesham housing project proposal		01	Completed		Document purpose
	Non infection disease seminar proposal		01	Completed		Document purpose
	Alpet Kirustiyalini tube wellproject proposal		01	Completed		Document purpose
	Vavuniya nutrition food proposal		01	Completed		Document purpose
Batticaloa nutrition food proposal		01	Completed		Document purpose	
Alamaram women group livelihood project proposal		01	Completed		Document purpose	
Special food Donation proposal		01	Completed		Send to donor	

	Special food program in new sensolai children home		01	Completed		
	Staffs Task & Achievements report work month of January		01	Completed		Website update
	Meeting with staffs & minuet updating		05	Completed		Document purpose
	Water management seminar proposal		01	Completed		Document purpose
	Safe guarding report meeting		02	Completed		
	Special food Donation project completion report		01	Completed		Send to donor
	Leprosy media promotion proposal		01	Progressing		
	Gangai women group livelihood project proposal		01	Progressing		
	Vidivelli women group livelihood project proposal		01	Progressing		
Mrs. I. Shahana	Green promotion center cleaning work		02	Completed		
	Special meeting with project team in HOH		01	Completed		
	Meeting with staffs		04	Completed		
	04 District income & EHM score details update		01	Completed		
	Leprosy report2020 completed		01	Completed		
	Aurathapuram success story update		01	Completed		
	Hope of flower report		01	Completed		
	PFFC reporting activity & photo reporting update		01	Completed		
	Safe guarding report update & meeting		03	Completed		
	“Keerai selvam” book launch		01	Completed		
	LP Association Letter prepare and sent to Government &Dr		01	Completed		
	Church details update & 2 cheques arrangement Lp Day		01	Completed		
	Media promotion work 04 finished		01	Completed		
	Champion story anurathapuram		01	Completed		
	Turmeric project		01	Completed		
	Anurathapura Housing Project work		01	Progressing		
	Tube well project work		01	Progressing		
	Sanitation project work		01	Progressing		
	Leprosy day & steed drama		01	Progressing		
	Nutrition food distribution		01	Progressing		
Mrs.D.Thavarubini	Special meeting with project team in HOH		01	Completed		
	Meeting with staffs		05	Completed		
	Account audit work		01	Completed		
	Leprosy and leprosy association account work		02	Completed		
	Cheques deposit work		01	Completed		
	Admin account work		01	Completed		
	AED Report updating 2020 Work with director		01	Completed		
	Other work			Completed		
	Audit report			Progressing		
Mrs.N.Nagenthiran	Special meeting with project team in HOH		01	Completed		
	Meeting with staffs		04	Completed		
	Inthupuram field visit		01	Completed		
	Work with director		01	Completed		
	Ramar bajanai program		01	Completed		
	Turmeric project implementation		01	Completed		
	Other work		01	Completed		
	Book launch arrangements		01	Completed		

Miss.R.Kokila	Turmeric project completion report		01	Completed		
	Ramar bajanai program project completion report		01	Completed		
	Keerai selvam book launch project completion report		01	Completed		
	Nagarasha water for livelihood project completion report		01	Completed		
	Inthupuram field visit		01	Completed		
	Special meeting with project team in HOH		01	Completed		
	Meeting with staffs		05	Completed		
Mrs.Anantharasha	Special meeting with project team in HOH		01	Completed		
	cheques deposit work		01	Completed		
	Office Work			Completed		
	work with director			Completed		
Mrs. Nanthini	Special meeting with project team in HOH		01	Completed		
	Meeting with staffs		05	Completed		
	Yokeshvaran agriculture(Onion) project completed		01	Completed		
	Coconut income form work		01	Completed		
	Book launch program arrangement		01	Completed		
	ambassador change work		01	Completed		
	2 success story writing		01	Completed		
Miss Debora	Leprosy reporting work		01	Completed		
	Special meeting with project team in HOH		01	Completed		
	Meeting with staffs		05	Completed		
	Income details		01	Completed		
	Keerai book publish in moolai		01	Completed		
	Success story work		03	Completed		
	Abisha leaners work		01	Completed		
	Leprosy day arrangements		01	Completed		
	January month healthy food distribution		01	Completed		
	Ambassador story collection work		01	Completed		
	Batticaloa EHM Score work		01	Completed		
	Leprosy media promotion		01	Progressing		
	Keeraichchelvam special meeting		01	Progressing		
	Leprosy day thellipalai & Batticaloa leprosy day		02	Progressing		
	Leprosy day church program		02	Progressing		
Kurinjalini story recording -02		02	Progressing			
Miss.T.Shanusha	Work with director		01	Completed		
	Zoom meeting arrangements		01	Completed		
	Participating safe guarding meeting		01	Completed		
	Work with rubi		01	Completed		
Miss T.Kalaivani	Keerai book publish arrangements work		01	Completed		
	Adaikkala kudarasabai leprosy awareness workshop		01	Completed		
	Coconut income form work		01	Completed		
	Special meeting with project team in HOH		01	Completed		
	decibel project work		01	Completed		
	office work		01	Completed		

Miss. Abisha	Coconut income form work & details computerization		02	Completed		
	Adaikkala kudarasabai leprosy awareness workshop		01	Completed		
	Well project details computerization		01	Completed		
	Keerai book publish arrangements work		01	Completed		
	Moolai office work		01	Completed		
	2 Success story computerization		01	Completed		
	Participating tamil murasu program		01	Completed		
	Special meeting with project team in HOH		01	Completed		
	License work			Completed		