



Kaveri Kala Manram

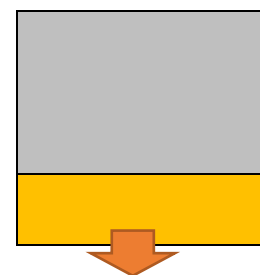
KKM-staffs Task & Achievements report month of June -2020

Office: Malaiyalapuram, HOH, Jaffna

No	Name of staff	Project proposal	Project report	Account Report	Project visits	Workshop & Meeting	Taste forum & economy forum	Project opening	Nutrition food	Video documents work & form work	Base line work & business plan	Impact story work	Document purpose & Website updating	Activity & progressing	Total Plannin g Task	Complete task	Percentage
Group -01 Office base staffs																	
01	Rev.T.S.Joshua		09		01	10	02					01	03	-	30	26	100%
02	Mr.M.Thibagar		01		02	03		01			01		01	08	11	09	100%
03	Miss P. Uthayashanthini	02	05			02		01			01		02	03	10	16	100%
04	Miss.Abirami	01												-	03	03	100%
05	Miss T Shahana	03	05		02	01				1 1/2		01		02	18	17 1/2	100%
06	Mrs.D.Thavarubini		03	07		01								02	14	11	100%
07	Mrs.N.Nagenthiran				02		01	01					02	05	20	06	100%
08	Miss.T.Shanusha	01	05										11	-	17	17	100%
09	Miss.R.Kokila		05	01		03		01					02	01	18	12	100%
10	Mrs.Anantharasha													03	03	03	100%
11	Mrs. Nanthini		1/2			01				01		02		01	10	9 1/2	75%
Group 02 home base staffs																	
01	Mrs S.Thayalini	<i>Medical leave</i>															
02	Miss Debora	04	01			01						01		-	20	12 1/2	55%
03	Mrs.S.Priya													-	05	03	50%
04	Mrs.ketheeshvari			02						01				-	06	03	40%
05	Miss T.Kalaivani					01								-	08	03	40%
06	Mrs.Thenmoly				01									-	06	06	50%
07	Miss. Tharshiga					01				01				-	05	03	25%
08	Mrs.E.Mooventhan									02				-	02	02	50%
09	Miss. Abisha					02				01				-	04	04	25%

½ Task

Activity



Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document status
Rev.T.S.Joshua	Projects Reports	June 01 to 5 th 9 month reporting	07	completed		
	Taste forum & economy forum	June 6 th to 10 post covid 19 & economy development	02	completed		
	Project visits	June 11 th to June 15 th	01	completed		
	Staff meetings		05	Progressing		
	KKM executive meeting preparation	21 to 25 June	6	Progressing		
	Farmers dialogue in palai hope farm			completed		
	Sustainability workshop with Father Beny is project team and KKM team	09.06.2020 -10.06.2020	02	completed		
	Industrial board meeting		01	completed		
	AGA office meeting with accounted		01	completed		
	ARI Meeting		01	completed		
	Participating Pannankandi tree planting program		01	completed		
	Rotary meeting		01	completed		
	COVID-19 sanitizer video reporting		01	completed		
	Leprosy Association meeting		01	completed		
	AED budged focusing		01	completed		
	Green cope product application form work		01	completed		
	Impact		01	completed		
	Meeting with industrial team		02	completed		
	TLMI prayer for one weak		01	completed		
	Staff work review					
	Working with Sanu					
	Working with Shahana					
	Working with Dr Preman					
Empower & Farm meetings						
Mr.M.Thibagar	PHI and Area Visit Vavuniya	02/06/2020		completed		
	Vavuniya new case-2020 details and tablet using percent details			completed		
	Participating Sustainability workshop -02			completed		
	Farmers discussion in hope farm			completed		
	Incubator repairing work			completed		
	S.Vellaiamma-Tube well	03/06/2020-13/06/2020		Work completed		
	K.Eramboo-Tube Well	03/06/2020-13/06/2020		Work completed		
	S.Vijayakumar-Tube Well	06/06/2020-15/06/2020		Work completed		
	P.Pashmena-Tube Well	06/06/2020-15/06/2020		Work completed		
	P.Yogarani - Tube Well (Vijitharan)	15/06/2020-25/06/2020		Work completed		
	Empower completion reporting			Progressing		
	Quail Business plan			completed		
	Empower workshop reporting			completed		
	Farm meeting			completed		
	Uniyankulam house visit	17.06.2020		completed		
	Village hen Investment starting	01.06.2020		completed		
	T.Inpasoothy - Motor & Agriculture	10/06/2020-20/06/2020				
	S.Jathusan - Motor & Agriculture	10/06/2020-20/06/2020				
	V.Reeka - Milking cow & Shed	15/06/2020-26/06/2020		Progressing		
	K.Parimalatheevi - Milking cow & Shed	15/06/2020-28/06/2020				
	V.Ketheeshvaran - Dairy shed	10/06/2020-25/06/2020		Progressing		
	T.Genkaje - Incubator (200 eggs)	25/06/2020-30/06/2020				
	Fames Discussion	09/06/2020				
	Kaneshamma - Motor & agriculture	10/06/2020-20/06/2020				
	Pathmapriya - Motor & agriculture	10/06/2020-20/06/2020				
	Manonmani - Motor & agriculture	10/06/2020-20/06/2020				
	Puvaneshwary - Motor & agriculture	10/06/2020-20/06/2020				
J.Mannmathakumary - Motor & agriculture	10/06/2020-20/06/2020					
Leprosy Project Reporting – Stories	03/06/2020-04/06/2020					
Ashola - Farm	06/06/2020-06/06/2020					
Leprosy Project Reporting Meeting	03/06/2020					

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document status
Miss. P.Uthayashanthini	KKM staffs month of may work report & website updating.	01.06.2020 - 02.06.2020		completed		KKM Website
	Participating NGO meeting.	02.06.2020		completed		Public meeting
	Child care January to May report	03.06.2020 - 06.06.2020		completed		KKM Website
	Higher education January to May report	08.06.2020 - 09.06.2020		completed		KKM Website
	Child care livelihood special report completed	06.06.2020 - 11.06.2020		completed		Document purpose
	Participating Sustainability workshop -02	09.06.2020 -10.06.2020		completed		Document purpose
	COVID-19 Website updating may month	03.06.2020 - 04.06.2020		completed		KKM COVID-19Website
	KKM Staffs month of June weekly work updating	03.06.2020 - 06.06.2020		completed		Document purpose
	COVID-19 office system work with staffs			Completed		
	Vavuniya project Beneficiary business plan	08.06.2020 - 12.06.2020		completed		Document purpose
	Meeting arrangements	19.06.2020		completed		-
	Trincomalee tube well project Opening (Nanthini)	15.06.2020 - 20.06.2020		completed		Document purpose
	Trincomalee small shop opening (Parimaladevi)	01.06.2020 - 18.06.2020		completed		Document purpose
	Child care healthy food distribution			-		
	Thanustan sanitation project completion report			completed		KKM Website
	T.nanthini tube well completion report			completed		KKM Website
	Jokarasha housing proposal			completed		Document purpose
	Ragu fish board project proposal			completed		Document purpose
	Primaladevi project completion report			Progressing		
Iyar salary project completion report			Progressing			
Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document status
Miss.Abirami	Proposal work-01	06.06.2020 - 08.06.2020		completed		
	Receipt work			completed		
	Vavuniya proposal and documents work			completed		
Miss T Shahana	TLMEW annual photo report update			completed		Document purpose
	Impact Story work			completed		website
	staff activity report update			Progressing		Official reporting
	face mask NOPLA members details update			completed		Official reporting
	Amarasinga pipe line Proposal			completed		Document purpose
	COVID 19 sanitizer video			completed		website
	Video permission letter work			completed		Document purpose
	Anurathapura Nurtiton food proposal			completed		Document purpose
	Dinupa Motor project completion report			completed		website
	May month nurtiton food completion report			completed		website
	Anurathapura motor project completion report			completed		website
	Green promotion Centre April to may report			completed		Document purpose
	Green promotion Centre project visit			completed		Document purpose
	COVID 19 safe video			completed		website
	20 Leprosy patients house visit			completed		Document purpose
	Leprosy Association meeting			completed		
	June month Nu. Food proposal			completed		Document purpose
	Association letter sent to Health department			completed		
	Leprosy patients visiting program -20			completed		
Test forum			completed			

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document status
Mrs.D.Thavarubini	H/E reporting work			completed		
	AED report			completed		
	Staffs salary deposit			completed		
	Admin account			completed		
	Farm meeting minutes updating		02	completed		
	Participating Sustainability workshop arrangement			completed		
	Project account			completed		
	Leprosy account					
	Empower report			completed		
	A/E/D account					
	Staffs account			completed		
	C/F/C Account			completed		
	Meeting arrangement in HOH	9.06.2020		completed		
	Committee meeting balance sheet	20.06.2020		completed		
	Empower workshop reporting			completed		
Mrs.N.Nagenthiran	PHI and Area Visit Vavuniya	02/06/2020		completed		
	Taste forum			completed		
	Vavuniya project visit			completed		
	S.Vellaiyamma-Tube well	03/06/2020-13/06/2020		Work completed		
	K.Eramboo-Tube Well	03/06/2020-13/06/2020		Work completed		
	S.Vijayakumar-Tube Well	06/06/2020-15/06/2020		Work completed		
	P.Pashmena-Tube Well	06/06/2020-15/06/2020		Work completed		
	P.Yogarani - Tube Well (Vijitharan)	15/06/2020-25/06/2020		Work completed		
	T.Inpasoothy - Motor & Agriculture	10/06/2020-20/06/2020		-		
	S.Jathusan - Motor & Agriculture	10/06/2020-20/06/2020		-		
	V.Reeka - Milking cow & Shed	15/06/2020-26/06/2020		-		
	K.Parimalatheevi - Milking cow & Shed	15/06/2020-28/06/2020		-		
	V.Ketheeshvaran - Dairy shed	10/06/2020-25/06/2020		-		
	T.Genkaje - Incubator (200 eggs)	25/06/2020-30/06/2020		-		
	Kaneshamma - Motor & agriculture	10/06/2020-20/06/2020		-		
	Pathmapriya - Motor & agriculture	10/06/2020-20/06/2020		-		
	Manonmani - Motor & agriculture	10/06/2020-20/06/2020		-		
	Puvaneshwary - Motor & agriculture	10/06/2020-20/06/2020		-		
	J.Mannmathakumary - Motor & agriculture	10/06/2020-20/06/2020		-		
	Leprosy Project Reporting – Stories	03/06/2020-04/06/2020		-		
	Leprosy Project Reporting Meeting	03/06/2020		-		
	Malaiyalapuram farm work			completed		
	Green hope registration			completed		
Project opening			completed			

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document status
Miss.T.Shanusha	COVID-19Health and Hygiene Practice			completed		KKM Website
	Washing hand awareness			completed		KKM Website
	Winners art easy			completed		KKM Website
	Education report			completed		KKM Website
	Child care report			completed		KKM Website
	Sanitation report 02			completed		KKM Website
	Water project report 2			completed		KKM Website
	Audit report of 2019			completed		KKM Website
	Annual report of 2019			completed		KKM Website
	Staff's Monthly Task achievement reporting			completed		KKM Website
	Secretary letter			completed		Document purpose
	report			completed		Document purpose
	TLMEW report organize			completed		Document purpose
	Empower report			completed		Document purpose
	NOPLA letter			completed		Document purpose
	Label for Green hope products 8			completed		Document purpose
Two Sanitation proposals			completed		Document purpose	
Miss.R.Kokila	Empower report			completed		
	Participating Sustainability workshop -02			completed		
	Empower may reporting			completed		
	Unionkulam bank book opening			completed		
	Current plants report			completed		
	Empower income sheet updating			completed		
	Cooperative shop opening arrangement work			-		
	Cooperative loan business plan			-		
	16 th meeting armaments			-		
	Annual meeting arrangements			Progressing		
	Base line –income sheet preparation			completed		
	Nursery plant work update			Progressing		
	Monthly reporting			completed		
	Empower workshop reporting			completed		Send to donor
	Cares foundation reporting -06			Progressing		
	Cares foundation report			completed		Send to donor
	Cooperative meeting uootupulam			completed		
	Cooperative meeting uniankulam			completed		
	Meeting arrangement in HOH			completed		
Mrs.Anantharasha	Malaiyalapuram with director			completed		
	Participating Sustainability workshop arrangement			completed		
	Palai hope farm with director			completed		
Mrs. Nanthini	Green promotion work			completed		
	Video and thanking letter report			completed		
	Success Story work			completed		
	15 leprosy person form updating			completed		
	Jokeshwaran face mask project arrangement			completed		
	COVID 19 sanitizer video			completed		
	Office cleaning			completed		
	Green leaf 04 story writing			completed		
	Leprosy Association meeting			completed		
	Leprosy patients visiting program -20			completed		
	Test forum			completed		
Mrs S.Thayalini	Medical leave					

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document status	
Miss Debora	Home gardening with video -05						
	Leprosy impact story			completed			
	Yokalaxmi tube well batticaloa						
	Nutrition food garden video						
	Leprosy project report			completed			
	AED Project reporting work						
	Food video batticaloa						
	Batticaloa nutrition food						
	Leprosy project 7 story work			completed			
	R.selvarasha toilet Opening				completed		
	Physiotherapy & COVID-19 awareness work				completed		
	Thanustan sanitation project completion report				completed		
	Shagunthamma project proposal				completed		
	Priyavathana project proposal				completed		
	Ajai project completion reporting				completed		
	Leprosy Association meeting				completed		
	Jokarasha housing proposal				completed		
Ragu fish board project proposal				completed			
COVID 19 sanitizer video				completed			
Mrs.S.Priya	Leprosy related work						
	COVID-19 related work						
	Vavuniya nutrition food distribution work			Complete			
	Hope of flower Success story 05			Complete			
	Empower meeting minutes updating work 4 weeks			Complete			
Mrs.ketheeshvari	Vanni hope account HOH with Dharsha			completed			
	Food making in Malaiyalapuram			completed			
	Vanni hope account			completed			
	Cash book update work			completed			
	Leger update work			completed			
	Other work						
	Vanni hope project Cheques preparation and account work.			completed			
Account work in HOH	29.06.2020			completed			
Miss T.Kalaivani	New home gardening work -10			Completed			
	Special need children home visit			Completed			
	Physiotherapy & COVID-19 awareness work			Completed			

Staffs name	Title of task	Activities	Number of activities	Completed task	Hours	Document status
Mrs.Thenmoly	10 garden home visit			completed		Document purpose
	10 beneficiary details collection and documentation			completed		Document purpose
	2 nd home visit and take a photos			completed		Document purpose
	3 rd home visit			completed		Document purpose
	10 Success story writing			completed		Document purpose
	New 4 beneficiary home visit and details collection			completed		Document purpose
Miss. Tharshiga	Physiotherapy & COVID-19 awareness work			completed		
	Permutation form updating			completed		
	Test forum			completed		
Mrs.E.Mooventhan	Empower video editing			completed		
	Veni food video editing			completed		
Miss. Abisha	Physiotherapy & COVID-19 awareness work			completed		
	Leprosy patients visiting program -20			completed		
	Leprosy Association meeting			completed		
	Test forum			completed		