

| Staffs name | Title of task | Number of activities | Completed task | Task status | Hours | Document status |
|---------------------------------------|--|---------------------------------------|----------------|-------------|---------|------------------|
| Rev.T.S.Joshua | Situation reports | | | completed | | |
| | Project completion (LP Association evaluation review) | | | completed | | |
| | Staff meetings | 02 | 02 | completed | 2 | |
| | Community meeting Thinker Circles | 02 | 04 | completed | | |
| | Special discussion on Zonal education department division | 01 | 4 | completed | 13 | |
| | Meeting with JRSS | 03 | 02 | completed | 4 | |
| | Email correspondence with partners | 43 | 08 | completed | 27 | |
| | Weekly & monthly work analyzing with team,Jaffna & Kilinochchi | 02 | 02 | completed | 6 | |
| | Staff work review | 03 | 03 | completed | | |
| | Taste forum (Green leave promotion) | | | completed | 7 | |
| | Green leaves story writing (Green leaves promotion) | 10 | 10 | completed | 38 | |
| | Project meetings | | 06 | completed | 5 | |
| | Other office work | | | completed | 11 | |
| | Project visit to Green promotion center | | | completed | 7 | |
| | Story writing Protection forest & nature | 10 | 10 | completed | 42 | |
| | | | | | | |
| Mr.M.Thibagar | Farm Meeting | | 03 | completed | | |
| | Farm Paddy Work Finished | 04.11.2020 | 01 | completed | | |
| | Eggs Incubator Work Finished | 17.11.2020 | 01 | completed | | |
| | Project Visit Inthupuram And Malaiyalapuram | 12 th and 14 th | 02 | completed | | |
| | Green Leaf Videos 9 Completed | | 09 | completed | | |
| | Empower Project Quail Video Documentation Work | | 01 | completed | | |
| | | | | | | |
| Miss. P.Uthayashanthini | Nissanga Kumarathunga Sanitation project completion report | 02.11.2020 | 01 | completed | | Website |
| | AED Project report | 03.11.2020 | 01 | completed | | Document purpose |
| | M.Tikiribandara tube well project completion report | 03.11.2020 | 01 | completed | | Website |
| | TLMEW Project report | 04.11.2020 | 01 | completed | | Document purpose |
| | Shanthirakumar Tube well project proposal | 05.11.2020 | 01 | completed | | Document purpose |
| | Alpert Kirustiyalini tube well project proposal | 09.11.2020 | 01 | completed | | Document purpose |
| | Shanthirakumar Tube well project completion report | 10.11.2020 | 01 | completed | | Website |
| | Mayavanoor special project proposal | 07.11.2020 | 01 | completed | | Sent to Director |
| | Special food donation proposal and program arrangements | | 01 | completed | | |
| | Team Meeting | | 04 | completed | | |
| | NGO meeting | 17 th and26 th | 02 | completed | | |
| | Special food donation completion report | 18.11.2020 | 01 | completed | | Sent to donor |
| | Green leaf plants work (100 plants) | 16.11.2020 | 01 | completed | | |
| | Quail shed project completion report | 19.11.2020 | 01 | completed | | Sent to Donor |
| | Mayavanoor project planning | 19.11.2020 | 01 | completed | | Sent to Director |
| | Mayavanoor special project completion report | 26.11.2020 | 01 | completed | | Sent to Director |
| | Staffs work report month of November | 26.11.2020 | 01 | completed | | Website |
| | Book story typing | | 01 | completed | | |
| Anurathapuram water project reporting | | 03 | completed | | Website | |
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| Mrs. I. Shahana | Healthy food distribution anurathapuram | | 01 | completed | | |
| | Water project 3 completed anurathapuram | | 03 | completed | | |
| | Water project proposal 03 | | 03 | completed | | |
| | Kanagarasha bicycle and phone distribute | | 02 | completed | | |
| | Amarasinga and pelsiya Special food package distribute | | 02 | completed | | |
| | Team Meeting | | 04 | completed | | |
| | leprosy association meeting | | 01 | completed | | |
| | | | | | | |
| Mrs.D.Thavarubini | Farm meeting | | 02 | completed | | |
| | AED reporting work | | 01 | completed | | |
| | Staffs salary sheet work and salary deposit | | 01 | completed | | |
| | High education payment work | | 01 | completed | | |
| | Farm meeting minuets updating | | 01 | completed | | |
| | Account reporting | | 01 | completed | | |
| | H/E reporting work | | 01 | completed | | |
| | Chequs deposit work | | 01 | completed | | |
| | green leaf plants pacing (30 plants) | | 01 | completed | | |
| | committee meeting account | | 01 | completed | | |
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| Mrs.N.Nagenthiran | Malaiyalapuram garden work | | 01 | completed | | |
| | Participating NGO meeting | | 01 | completed | | |
| | Green hope meeting | | 0 | completed | | |
| | Mayavanoor special livelihood project implementing work | | 01 | completed | | |
| | Project Visit Mayavanoor | | 02 | completed | | |
| | green leaf plants pacing (plants) | | 01 | completed | | |
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| Miss.R.Kokila | Story typing (book 01) | | 01 | completed | | |
| | Story typing (book 02) | | 01 | completed | | |
| | Green leaf plants pacing (100plants) | | 01 | completed | | |
| | | | | | | |
| Mrs.Anantharasha | Cheques deposit work | | 01 | completed | | |
| | Palai hope farm and Jaffna visit | | 03 | completed | | |
| | Work with director | | 01 | completed | | |
| | Office garden work | | 01 | completed | | |
| | green leaf plants pacing | | 01 | completed | | |
| | | | | | | |
| Mrs. Nanthini | Green leaf plants pacing (300plants) | | 01 | completed | | |
| | Visiting Green leaf center | | 01 | completed | | |
| | Green leaf center Photo reporting work | | 01 | completed | | |
| | success story writing | | 01 | completed | | |
| | Leprosy Association Meeting | | 01 | completed | | |
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| Miss Debora | Green leaf plants pacing (200 plants) | | 01 | completed | | |
| | Coconut project Visit | | 01 | completed | | |
| | green leaf video documentation | | 04 | completed | | |
| | healthy food distribution | | 01 | completed | | |
| | COVID-9 & Leprosy awareness workshop Batticaloa | | 01 | completed | | |

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| | Photo reporting work | | 01 | completed | | |
| | Visiting Green leaf center | | 01 | completed | | |
| | Green leaf center meeting | | 01 | completed | | |
| | Leprosy Association Meeting | | 01 | completed | | |
| | Seeds collection | | 01 | completed | | |
| | coconut story writing 05 | | 01 | completed | | |
| | success story writing | | 01 | completed | | |
| | FB updating | | 01 | completed | | |
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| Miss.T.Shanusha | Participating green hope product meeting in HOH | | 01 | completed | | |
| | Other work with director | | 01 | completed | | |
| | Green hope Promotion work | | 01 | completed | | |
| | Website documents updating work | | 01 | completed | | |
| | Story typing | | 01 | completed | | |
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| Mrs.ketheeshvari | Leprosy Account Work With Thavarubi | | 01 | completed | | |
| | 2020 January To October Voucher File Work | | 01 | completed | | |
| | Green Leaf Plants Pacing (200 Plants) | | 01 | completed | | |
| | | | | | | |
| Miss T.Kalaivani | Green Leaf Plants Pacing (200) | | 01 | completed | | |
| | Tamil Murasu Training | | 01 | completed | | |
| | Green Leaf Center Work | | 01 | completed | | |
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| Mrs.Thenmoly | Green Leaf Plants Pacing | | 01 | completed | | |
| | Beneficiary Home Visit | | 01 | completed | | |
| | Kurinyalini Story Revive Writing | | 01 | completed | | |
| | home grading work in my house | | 01 | completed | | |
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| Miss. Abisha | green leaf plants pacing (300) | | 01 | completed | | |
| | story typing | | 01 | completed | | |
| | green promotion center meeting | | 01 | completed | | |
| | reporting typing | | 01 | completed | | |
| | seeds collection | | 01 | completed | | |
| | leprosy association meeting | | 01 | completed | | |
| | | | | | | |
| Rev.A.S.Ruban | beneficiary home visit | | 01 | completed | | |
| | sivanesham project proposal document collection work | | 01 | completed | | |
| | kurinyalini story revive writing | | 01 | completed | | |
| | green leaf plants pacing(240) | | 01 | completed | | |
| Mrs.S.Priya | | | | | | |
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| Mrs.S.Thayalini | | | | | | |