

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

Office: Malaiyalapuram, Hoh, Jaffna

No	Name of staff	Project proposal	Reporting & account	Project visits	Workshop, Meeting & program	Taste forum & economy forum	Project complete	Nutrition food	Video documents work & Story work	Green leaf promoti on work	Document purpose & Website updating	Working days & hours	Activity & progressing	Total activity	Complete task	Percentage
	Group -01 Office base staffs															
01	Rev.T.S.Joshua			01	23	02			20		08	169		76	54	100%
02	Mr.M.Thibagar			02	03		01		10		02	23	02	15	18	100%
03	Miss P. Uthayashanthini	03	09		09					01	03	24	04	27	25	100%
04	Miss T Shahana	03			05		07	01				10	4	20	16	100%
05	Mrs.D.Thavarubini		03		02					01	04	24	05	15	11	100%
06	Mrs.N.Nagenthiran			02	03		01			02		24	02	10	08	100%
07	Miss.R.Kokila								02	01	03	21	03	15	06	100%
08	Mrs.Anantharasha			03						01	03	24	-	10	07	100%
09	Mrs. Nanthini		01	01	01				01	01		-	02	10	05	100%
	Group 02 home base staffs															
01	Miss Debora		01	01	03			01	06	01	07	24	-	18	20	55%
02	Miss.T.Shanusha				01				02		03	15	02	10	06	
03	Mrs.ketheeshvari									01	04	08	-	10	05	40%
04	Miss T.Kalaivani				01					02	02	08	-	02	05	40%
05	Mrs.Thenmoly			01						02	01	08	-	10	05	50%
06	Miss. Abisha				01				01	02	02	08	-	10	06	25%
07	Rev.A.S.Ruban			01						01	02	08	-	10	04	
08	Mrs.S.Priya															50%
09	Mrs.S.Thayalini															

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
	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	
Rev.T.S.Joshua	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	
				completed		
	Farm Meeting		03	completed		
	Farm Paddy Work Finished	04.11.2020	01	completed		
36 36 m) 11	Eggs Incubator Work Finished	17.11.2020	01	completed		
Mr.M.Thibagar	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		
	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		
Miss.	Team Meeting	4=0	04	completed		
P.Uthayashanthini	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		Country D.
	Quail shed project completion report	19.11.2020	01	completed		Sent to Donor
	Mayayanaar angial project gampletian report	19.11.2020	01	completed		Sent to Director
	Mayavanoor special project completion report Staffs work report month of November	26.11.2020 26.11.2020	01 01	completed		Sent to Director Website
	Book story typing	40.11.2020	01	completed		website
	Anurathapuram water project reporting		03	completed		Website
	Anuramapuram water project reporting		US	completed		wensite

	Healthy food distribution anurathapuram	01	completed		
	Water project 3 completed anurathapuram	03	completed		
	Water project proposal 03	03	completed		
Mrs. I. Shahana	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		
	Farm meeting	02	completed		
	AED reporting work	01	completed		
	Staffs salary sheet work and salary deposit	01	completed		
	High education payment work	01	completed		
M D ml 1 1 1	Farm meeting minuets updating	01	completed		
Mrs.D.Thavarubini	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		
		01			
	Malaiyalapuram garden work	01	completed		
	Participating NGO meeting	01	completed		
25 27 27	Green hope meeting	0	completed		
Mrs.N.Nagenthiran	Mayavanoor special livelihood project implementing work	01	completed		
	Project Visit Mayavanoor	02	completed		
	green leaf plants pacing (plants)	01	completed		
	Story typing (book 01)	01	completed		
Miss.R.Kokila	Story typing (book 02)	01	completed		
	Green leaf plants pacing (100plants)	01	completed		
	Cheques deposit work	01	completed		
	Palai hope farm and Jaffna visit	03	completed		
Mrs.Anantharasha	Work with director	01	completed		
	Office garden work	01	completed		
	green leaf plants pacing	01	completed		
	Green leaf plants pacing (300plants)	01	completed		
35 37 33 1	Visiting Green leaf center	01	completed		
Mrs. Nanthini	Green leaf center Photo reporting work	01	completed		
	success story writing	01	completed		
	Leprosy Association Meeting	01	completed		
	Green leaf plants pacing (200 plants)	01	completed		
	Coconut project Visit	01	completed		
Miss Debora	green leaf video documentation	01	completed		
MISS DENGIA	healthy food distribution	01	completed		
	COVID-9 & Leprosy awareness workshop Batticaloa	01	completed		
	1 GOVID 7 & Deprosy awareness workshop Datticatoa	01	completed	1	l

	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		
	Participating green hope product meeting in HOH				
Miss.T.Shanusha	Green hope Promotion work		· · · · · · · · · · · · · · · · · · ·		
	Website documents updating work		· · · · · · · · · · · · · · · · · · ·		
Seeds collection coconut story writing (success story writing (FB updating Participating green hop (Other work with direct (Green hope Promotion (Website documents up (Story typing (Leprosy Account Work (2020 January To Octobe (Green Leaf Plants Pacin (Tamil Murasu Training (Green Leaf Center Work (Aurinyalini Story Revive (home grading work in (story typing (green leaf plants pacin (story typing (green promotion center (reporting typing (seeds collection (leprosy association me) beneficiary home visit	Story typing	01	completed		
	Language Aggount Work With Thousand:	21	completed		
Mara landla control	Leprosy Account Work With Thavarubi		· · · · · · · · · · · · · · · · · · ·		
Mrs.ketheeshvari Miss T.Kalaivani	2020 January To October Voucher File Work		· · · · · · · · · · · · · · · · · · ·		
	Green Leaf Plants Pacing (200 Plants)	01	completed		
	Cream Loof Plants Paging (200)	01	a a manufactural		
Mica T Valaivani			· · · · · · · · · · · · · · · · · · ·		
Miss L.Kalaivani			· · · · · · · · · · · · · · · · · · ·		
	Green Lear Center Work	01	completed		
Mrs.Thenmoly	Green Leaf Plants Pacing	01	completed		
111011110111			· · · · · · · · · · · · · · · · · · ·		
	Kurinyalini Story Revive Writing		· · · · · · · · · · · · · · · · · · ·		
	home grading work in my house		· · · · · · · · · · · · · · · · · · ·		
	ÿ ÿ ;				
	green leaf plants pacing (300)	01	completed		
		01	completed		
	green promotion center meeting	1			
Miss. Abisha	reporting typing		completed		
Miss. Abisha	1 211 2		1		
			·		
	reprosy association meeting	01	completed		
	beneficiary home visit	01	completed		
	sivanesham project proposal document collection work		·		
Rev.A.S.Ruban	kurinyalini story revive writing		· ·		
	green leaf plants pacing(240)		·		
Mara C Daria	green lear plants pacing(240)	01	completed		
Mrs.S.Priya					
Mrs.S.Thayalini					
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