

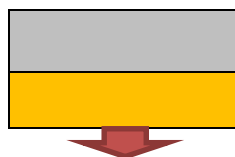


KKM-staffs Task & Achievements report month of September -2020

Office: Malaiyalapuram, HOH, Jaffna

No	Name of staff	Project proposal	Reporting	Account Report	Project visits	Workshop & Meeting	Taste forum & economy forum	Project complete	Nutrition food	Video documents work & form work	Green promotion work	Document purpose & Website updating	Working hours	Activity & progressing	Total Planning Task	Complete task	Percentage
Group -01 Office base staffs																	
01	Rev.T.S.Joshua		04	02		21					02	72	100		95	101	100%
02	Mr.M.Thibagar			01	01	06				02		02	234	01	15	12	100%
03	Miss P. Uthayashanthini		03			03						05	171	01	15	11	100%
04	Miss T Shahana	01	02		01	03			01		01	11	234	02	13	19	100%
05	Mrs.D.Thavarubini		01	04		02						03	234	03	16	10	100%
06	Mrs.N.Nagenthiran				02	03		02		03	01		234	02	12	10	100%
07	Miss.T.Shanusha									01		06	153	02	08	07	100%
08	Miss.R.Kokila	01	02			02						03	153	03	25	08	100%
09	Mrs.Anantharasha											05	234	02	04	05	100%
10	Mrs. Nanthini				01	03						05	234	02	13	09	100%
11	Mrs S.Thayalini			03										02	05	03	100%
Group 02 home base staffs																	
01	Miss Debora	05	01			08			01			02	234	01	20	17	55%
02	Mrs.S.Priya			01		02			01		01	05		02	15	10	50%
03	Mrs.ketheeshvari			05										03	08	05	40%
04	Miss T.Kalaivani				01	01			01		02			01	08	05	40%
05	Mrs.Thenmoly					03						06		03	16	09	50%
06	Miss. Abisha					02						03			07	05	25%
07	Rev.A.S.Ruban				01	02	02	01			01	01			12	08	

½Task



Activity

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Rev.T.S.Joshua	Situation reports	01	03	Completed	12	
	Project completion AED& Marshal Poworth	01	01	Completed	1	
	Staff meetings	06	07	Completed	47	
	Community meeting Thinker Circles	02	02	Completed	3	
	Meeting with JRSS	01	01	Completed	2	
	Weekly & monthly work analyzing with team	02	03	Completed	9	
	Green leave promotion	02	02	Completed	6	
	Leprosy association workshop Leadership development	05	07	Completed	12	
	Email correspondence with partners	72	72	Completed	37	
	Working with Thayalini Accounts	03	02	Completed	04	
	Working with Sanu			Completed	7	
	Working with Shahana			Completed	9	
	Working with Dr Preman			Completed	2	
	Empower & Farm meetings			Completed	3	
Other office work			Completed	16		
Mr.M.Thibagar	Empower meeting		01	Completed		
	Guail farm shed work		01	Completed		
	Farm workers salary sheet work		01	Completed		
	Murunga project work		01	Completed		
	Leprosy association 3 rd annual meeting discussion		05	Completed		
	Vavuniya project visit		01	Completed		
	"C" form work		01	Completed		
	Annual meeting arrangement work		01	Completed		
	Annual meeting vavuniya		01	Completed		
Miss. P.Uthayashanthini	Staffs work report July to September	03	03	Completed		
	Selvanagar elders meeting arrangements		01	Completed		
	Selvanagar elders meeting	01	01	Completed		
	Exhibition photos work		03	Completed		
	Annual meeting work		02	Completed		
	KKM Committee meeting work	02	01	Completed		
Miss T Shahana	10 water project documents send to proposal work		10	Completed		
	Tube well completion report		01	Completed		
	01 housing project progressing		01	progressing		
	Annul book work		01	Completed		
	Leprosy association 3 rd annual meeting work		01	Completed		
	Anurathapuram story telling workshop		01	Completed		
	Anurathapuram field work		01	Completed		
	Anurathapuram food program completion report		01	Completed		
	September month food proposal		01	Completed		
	Annual meeting vavuniya		01	Completed		

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Mrs.D.Thavarubini	Farm meeting		01	Completed		
	AED reporting work		01	Completed		
	Staffs salary sheet work and salary deposit		01	Completed		
	High education payment work		01	Completed		
	Farm meeting minuets update		01	Completed		
	Annual meeting arrangement		01	Completed		
	Account reporting		01	Completed		
	Committee account work		01	Completed		
	Annual meeting vavuniya		01	Completed		
Mrs.N.Nagenthiran	Anurathapuram and mullaitheevu project visit	02	02	Completed		
	Palai hope farm meeting	01	01	Completed		
	Malaiya office garden work	03	03	Completed		
	Anurathapuram Motor project-06	06	06	progressing		
	Vavuniya -02 motor project	02	01	Completed		
	Sowing project work	01	01	progressing		
	Annual meeting vavuniya	01	01	Completed		
Miss.T.Shanusha	Website updating work		05	Completed		
	Work with director		01	Completed		
	Committee meeting book and document work		02	progressing		
	Rotary video work		01	Completed		
Miss.R.Kokila	Safeguarding police workshop uootupulam		01	progressing		
	Safeguarding police workshop unionkulam		01	progressing		
	Keerai stories typing		01	progressing		
	Anuradhapuram project proposals		01	Completed		
	Batticaloa project proposals		01	Completed		
	Batticaloa project completion reports		01	Completed		
	Anurathapuram project completion reports		01	Completed		
	Vavuniya project completion reports		01	Completed		
Mrs.Anantharasha	Cheques deposit work		01	Completed		
	Palai hope farm visit		01	Completed		
	Work with director		01	Completed		
	Office garden work		01	Completed		

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Mrs. Nanthini	Office work		01	Completed		
	Field work		01	Completed		
	Annual meeting arrangements work		01	Completed		
	"C" form work		01	Completed		
	Annual meeting program arrangement discussion		01	Completed		
	Batticaloa workshop		01	Completed		
	Vavuniya meeting		01	Completed		
	Annual meeting vavuniya		01	Completed		
Mrs S.Thayalini	VH account work		01	Completed		
Miss Debora	5 motor project proposal work		05	Completed		
	2 self-care workshop		02	Completed		
	Healthy food distribution		01	Completed		
	Healthy food report		01	Completed		
	2 story telling workshop		02	Completed		
	2 food exhibition batticaloa		02	Completed		
	Meeting arrangements		02	Completed		
	Batticaloa and Jaffna Workshop		02	Completed		
	"C form work		01	Completed		
	Annual meeting vavuniya		01	Completed		
Mrs.S.Priya	Vavuniya nutrition food program		01	Completed		
	Leprosy association account work		01	Completed		
	Empower project meeting minuets update		01	Completed		
	Green leaf project monitoring work		01	Completed		
	C form work		01	Completed		
	Annual meeting vavuniya		01	Completed		
Mrs.ketheeshvari	Vanni hope account work with thayalini		01	Completed		
	V/H account balance sheet updating		01	Completed		
	Cash book updating		01	Completed		
	Ledger updating		01	Completed		
	Voucher file work		01	Completed		
Miss T.Kalaivani	Special need child home visit work		01	Completed		
	Special food program		01	Completed		
	Annual meeting arrangements work		01	Completed		
	Meeting in HOH		01	Completed		

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Mrs.Thenmoly	Gardening work with 20 beneficiaries		01	Completed		
	Personal details collection work		01	Completed		
	Plants details collection work		01	Completed		
	House visit		01	Completed		
	Beneficiaries income details collection		01	Completed		
	2 food exhibition batticaloa		02	Completed		
	Workshop		01	Completed		
	Annual meeting vavuniya		01	Completed		
Miss. Abisha	Annual meeting vavuniya		01	Completed		
	Green promotion center work		01	Completed		
	Annual meeting arrangements with shagana		03	Completed		
Rev.A.S.Ruban	20 story charring work		01	Completed		
	02 Taste forum & economy forum		02	Completed		
	Home gardening work		01	Completed		
	Minister meeting		01	Completed		
	Annual meeting arrangements		01	Completed		
	Water tank and motor project work		01	Completed		
	Annual meeting vavuniya		01	Completed		