



# KKM-staffs Task & Achievements report month of December -2020

Office: Malaiyalapuram, Hoh, Jaffna

No	Name of staff	Project proposal	Reporting & account	Workshop, Meeting & program	Project implementing & complete	Nutrition food	Video documents work & Story work	Green leaf promotion work	Document purpose & Other work	Working days & hours	Total activity	Complete task	Percentage
<b>Group -01 Office base staffs</b>													
01	Rev.T.S.Joshua		03	15				01	14	91 <sup>hours</sup>	37	33	100%
02	Mr.M.Thibagar		03	05	01	01	02		02	21 <sup>days</sup>	16	14	100%
03	Miss P. Uthayashanthini	07	08	07	01			01		21 <sup>days</sup>	25	25	100%
04	Miss T Shahana	02		06	02	01	02	01	01	21 <sup>days</sup>	20	15	100%
05	Mrs.D.Thavarubini		04	05				01	03	21 <sup>days</sup>	20	13	100%
06	Mrs.N.Nagenthiran			06	02			02	01	21 <sup>days</sup>	15	11	100%
07	Miss.R.Kokila		02	04			01	01		21 <sup>days</sup>	10	08	100%
08	Mrs.Anantharasha			02					04	18 <sup>days</sup>	06	06	100%
09	Mrs. Nanthini		01	04			04		02	21 <sup>days</sup>	15	11	100%
<b>Group 02 Home base staffs</b>													
01	Miss Debora	01	01	03	01	01	02	01	06	21 <sup>days</sup>	19	16	55%
02	Miss.T.Shanusha			03					05	10 <sup>days</sup>	10	08	50%
03	Mrs.ketheeshvari		04	02					01	05 <sup>days</sup>	07	07	40%
04	Miss T.Kalaivani			01			04		01	10 <sup>days</sup>	06	06	40%
05	Mrs.Thenmoly			03			04		01	10 <sup>days</sup>	10	08	50%
06	Miss. Abisha			01			01		03	15 <sup>days</sup>	05	05	50%
07	Rev.A.S.Ruban			01			02	01		10 <sup>days</sup>	-	04	100%
08	Mrs.S.Thayalini		04							05 <sup>days</sup>	-	05	100%
09	Mrs.S.Priya									Medical leave		50%	

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Rev.T.S.Joshua	Project completion report (LP Association evaluation review )	03	03	completed	7	
	Staff meetings HoH	02	02	completed	10	
	Community meeting (Thinker Circles)	01	04	completed	3	
	Special discussion on Zonal education department division		01	completed	4	
	Email correspondence with partners	28	13	completed	32	
	Staff work review Weekly & monthly work analyzing with team. Jaffna & Kilinochchi	02	02	completed	6	
	Taste forum Green leave promotion			completed		
	Green leaves story writing Green leaves promotion	1	1	completed	1	
	Project meetings		07	completed	8	
	Other office work			completed	13	
	Project visit Green promotion center			completed	7	
Mr.M.Thibagar	Farm meeting			completed		
	Farm building work			completed		
	Vavuniya agriculture project reporting work			completed		
	Murunga report progressing			completed		
	Maitra bags arrangement complete			completed		
	Farm investment 2 video progressing			completed		
	Farm account work			completed		
	Goat for sales			completed		
Miss. P.Uthayashanthini	TLMEW Project report		01	completed		Website
	AED Project report		01	completed		Document purpose
	Team meeting		04	completed		Website
	NGO meeting		01	completed		Document purpose
	Quail shed project proposal		01	completed		Document purpose
	Staffs work report month of December		01	completed		Document purpose
	KKM committee meeting		01	completed		
	Green leaf program 01		01	completed		
	Yokeshvaran agriculture project proposal		01	completed		Document purpose
	Participating KKM monthly review meeting		01	completed		
	Water tank project proposal -02		02	completed		Document purpose
	Abisha project proposal		01	completed		Document purpose
	S.D.Adesha Kaushalya Motor project completion report		01	completed		Website
	R.Athathnayake Ranasinghe Motor project completion report		01	completed		Website
	Office work		01	completed		
	Yokeshvaran agriculture project completion report		01	completed		
	Water tank project completion report -02		02	completed		
	Green hope project proposal		01	completed		Document purpose
Housing project proposal		01	completed		Document purpose	
Mrs. I. Shahana	Healthy food distribution anurathapuram			completed		
	Water project 2 completed anurathapuram			completed		
	Water project proposal 02			completed		
	Team meeting			completed		
	KKM 2021 Calendar work			completed		
	Green leaf story book work			completed		
	Green promotion center work			completed		

	KKM song video work			completed		
	KKM committee meeting			completed		
	Kkm t shirt			completed		
	Participating KKM monthly review meeting			completed		
<b>Mrs.D.Thavarubini</b>	Farm meeting		02	completed		
	AED reporting work		01	completed		
	KKM committee meeting			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		
	Participating KKM monthly review meeting			completed		
<b>Mrs.N.Nagenthiran</b>	Malaiyalapuram garden work			completed		
	Green leaf program 01			completed		
	Green hope meeting			completed		
	2 Water tank project implementing work			completed		
	Office work			completed		
	Participating KKM monthly review meeting			completed		
<b>Miss.R.Kokila</b>	Story typing		01	completed		
	Green leaf program 01		01	completed		
	H/E reporting work		01	completed		
	KKM committee meeting			completed		
	CFC project report		01	completed		
	Participating KKM monthly review meeting		01	completed		
<b>Mrs.Anantharasha</b>	Participating KKM monthly review meeting		01	completed		
	Work with director		03	completed		
	KKM committee meeting		01	completed		
	Office garden work		01	completed		
	Cheques deposit work		01	completed		
<b>Mrs. Nanthini</b>	Participating KKM monthly review meeting		01	completed		
	Visiting Green leaf center		01	completed		
	Success story writing		04	completed		
	Yokeshwaran gardening project arrangements		01	completed		
	Beneficiary income report		01	completed		
	KKM committee meeting		01	completed		
	calendar work		01	completed		
	Green leaf program arrangements 02		02	completed		
<b>Miss Debora</b>	Green leaf story book work		01	completed		
	Participating KKM monthly review meeting			completed		
	2 Success story writing		01	completed		

	Green leaf program arrangements 02		01	completed		
	Beneficiary income report		01	completed		
	License proposal		01	completed		
	Church quail project		01	completed		
	CD lounge		01	completed		
	FB updating		01	completed		
	2 Water tank project arrangements work		01	completed		
	Church program arrangements work					
	Healthy food distribution		01	completed		
<b>Miss.T.Shanusha</b>	Participating green hope product meeting		01	completed		
	Participating KKM monthly review meeting			completed		
	Other work with director		01	completed		
	Green hope Promotion work		01	completed		
	KKM committee meeting			completed		
	Website documents updating work		01	completed		
	New letter work		01	completed		
<b>Mrs.ketheeshvari</b>	Leprosy account work with thavarubi		01	completed		
	Participating KKM monthly review meeting		01	completed		
	2020 october to december voucher file work		01	completed		
	Green Leaf promotion program		01	completed		
<b>Miss T.Kalaivani</b>	Tamil murasu training		01	completed		
	Video document -02		02	completed		
	Story Writing -02		02	completed		
<b>Mrs.Thenmoly</b>	Green leaf story writing		05	completed		
	Beneficiary home visit		01	completed		
	Green leaf program02		02	completed		
	income details collection work		01	completed		
<b>Miss. Abisha</b>	Book story typing		01	completed		
	Story typing		01	completed		
	Green promotion center meeting		01	completed		
	Green leaf program		01	completed		
	Participating KKM monthly review meeting		01	completed		
<b>Rev.A.S.Ruban</b>	Beneficiary home visit		01	completed		
	Take a video		01	completed		
	Green leaf program		01	completed		
	income details collection work		01	completed		
<b>Mrs.S.Priya</b>						
<b>Mrs.S.Thayalini</b>	Leprosy Account work		05	completed		