



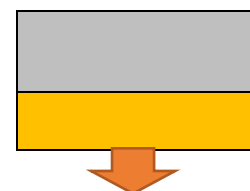
# KKM-staffs Task & Achievements report month of October -2020

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 leave promotion work	Document purpose & Website updating	Working days	Activity & progressing	Total Planning Task	Complete task	Percentage
<b>Group -01 Office base staffs</b>																
01	Rev.T.S.Joshua		03		22				10	02	111	27		145	151	100%
02	Mr.M.Thibagar			01	03		03				04	27	05	20	11	100%
03	Miss P. Uthayashanthini	04	15		02	01					02	27	04	28	24	100%
04	Miss T Shahana		01		03	01	13	01			01	17	05	25	19	100%
05	Mrs.D.Thavarubini		05		02						04	27	03	15	11	100%
06	Mrs.N.Nagenthiran				03		02			01	01	27	03	14	07	100%
07	Miss.T.Shanusha				01						04	20	01	08	04	100%
08	Miss.R.Kokila								04		02	09	09	16	07	100%
09	Mrs.Anantharasha										06	27	02	04	06	100%
10	Mrs. Nanthini				09				01		03	27	03	17	13	100%
11	Mrs S.Thayalini		04									04		06	04	100%
<b>Group 02 home base staffs</b>																
01	Miss Debora	01	01		05		04	01			03	27		18	15	55%
02	Mrs.S.Priya	01	10								02	08	03	10	13	50%
03	Mrs.ketheeshvari										07	08	03	10	07	40%
04	Miss T.Kalaivani				06				01			12	02	10	07	40%
05	Mrs.Thenmoly			01					02	01	03	15	01	10	07	50%
06	Miss. Abisha								01		06	23	02	10	07	25%
07	Rev.A.S.Ruban			01			01		01		03	16	03	10	06	

½Task

Activity



Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
Rev.T.S.Joshua	Project completion AED	01	01	Completed	01	
	Staff meetings HoH	03	03	Completed	23	
	Community meeting Thinker Circles	03	06	Completed	10	
	Meeting with Rotary	04	04	Completed	9	
	Email correspondence with partners	111	111	Completed	35	
	Staff work review Weekly & monthly work analyzing with team	02	03	Completed	9	
	Taste forum Green leave promotion	02	02	Completed	6	
	Working with Thayalini Accounts	03	02	Completed	05	
	Working with Sanu			Completed	24	
	Working with Shahana			Completed	12	
	Working with Dr Preman			Completed	4	
	Empower & Farm meetings			Completed	5	
	Other office work			Completed	12	
	Story writing	10	16 days	Completed	42	
	TEF reporting work & fund transferring		02		4	
Empower project balance fund transferring		04		3		
Mr.M.Thibagar	Paddy work completed for kilinochchi	05.10.2020	01	Completed		
	Vet office diary work	09.10.2020	01	Completed		
	Farm meeting	12.10.2020	02	Completed		
	Leprosy reporting work	16.10.2020	01	Completed		
	Empower project visit arrangements	16.10.2020	01	Completed		
	Ovitta visit ootupulam and unionkulam	19.10.2020	01	Completed		
	Leprosy baseline form work	22.10.2020	01	Completed		
	Murunga seed work	22.10.2020	01	Completed		
	Vavuniya project completed and project visit	23.10.2020	02	Completed		
	Coconut board dissection	26.10.2020	01	Completed		
	Incubator repairing work finished	26.10.2020	01	Completed		
Miss. P.Uthayashanthini	Jaffna Taste Forum & Photo Workshop	01.10.2020		Completed		
	KKM Committee Meeting	04.10.2020		Completed		
	Well Budget Work With Praba	05.10.2020		Completed		
	Photography Report	06.10.2020	01	Completed		
	AED Report Work With Rubi	07.10.2020		Completed		
	Project Completion Report For Sivarogini	14.10.2020	01	Completed		Website
	Praskanthan Pasteur community development Project Proposal	16.10.2020	01	Completed		document purpose
	Quail Shed Project Proposal	14.10.2020	01	Progressing		
	Project Proposal For Pushpakumara	16.10.2020	01	Completed		Website
	Project Proposal For Gunarathna	14.10.2020	01	Completed		Website
	TLMEW 2020 All Project Reporting Work	12.10.2020	01	Completed		Sent to donor
	Project Completion Report For Anojan	15.10.2020	01	Completed		document purpose
	Project Completion Report For Agalanga Pratheeb	15.10.2020	01	Completed		Website
	Project Proposal For Nissanga Kumarathunga	19.10.2020	01	Completed		document purpose
	Project Completion proposal For Tikiribandara	19.10.2020	01	Completed		document purpose
	Project Completion Report For Kalaivani	12.10.2020	01	Completed		Website
	Project Completion Report For Reeta Sharogini	19.10.2020	01	Completed		Website
	Project Completion Report For Thevaraj	19.10.2020	01	Completed		Website
	Project Proposal For Luxsumy		01	Progressing		
	Project Proposal For Sharasvathi		01	Progressing		
	Project Proposal For Sivanesham	22.10.2020	01	Completed		Website
	Project Completion Report For Shooriyakala		01	Completed		Website
	Project Completion Report For Gunarathna		01	Completed		Website
	Project Completion Report For Pushpakumara		01	Completed		Website
	Livelihood Project Income Details Updating	30.10.2020	01	Completed		document purpose
	October Month Work Report work	22.10.2020	01	Completed		Website
	Praskanthan Pasteur community development Project completion report	21.10.2020		Completed		Website
	Leprosy project baseline documentation work	23.10.2020		Progressing		document purpose
	Project Completion Report For Selvarasha	27.10.2020		Completed		Website
	H/E progress report	29.10.2020		Completed		
Leprosy project documentation meeting in HOH			Completed			

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
<b>Miss T Shahana</b>	13 <sup>th</sup> Projects completed		13	Completed		
	04 <sup>th</sup> new proposal document collection		01	Completed		
	TLMEW reporting work		01	Completed		
	Leprosy project documentation meeting IN HOH		01	Completed		
	Baseline work		01	Completed		
	Anurathapuram nutrition food distribution		01	Completed		
	Green hope center workshop		01	Completed		
<b>Mrs.D.Thavarubini</b>	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 update		01	Completed		
	Account reporting		01	Completed		
	Committee meeting		01	Completed		
	H/E reporting work		01	Completed		
	Chequs deposit work			Completed		
	Participating Green hope exhibition		01	Completed		
<b>Mrs.N.Nagenthiran</b>	Water tank project implementing work		01	Completed		
	Sivarogini implementing work		01	Completed		
	Project beneficiary income sheet preparation		01	Completed		
	Malaiyalapuram garden work		01	Completed		
	Participating Green hope exhibition		02	Completed		
	Green hope meeting		01	Completed		
<b>Miss.T.Shanusha</b>	Website documents updating work		01	Completed		
	New email creation work		01	Completed		
	Participating green hope product meeting in HOH		01	Completed		
	Other work with director		01	Completed		
	Green hope Promotion work			Progressing		
<b>Miss.R.Kokila</b>	04 Story typing work		04	Completed		
	Leprosy account & file work with Thayalini and Rubi		02	Completed		
	High education project reporting work		10	Completed		
<b>Mrs.Anantharasha</b>	Cheques deposit work			Completed		
	Palai hope farm visit			Completed		
	Work with director			Completed		
	Office garden work			Completed		
	Jaffna green promotion center visit			Completed		
<b>Mrs. Nanthini</b>	Leprosy association meeting in Jaffna		01	Completed		
	Meeting changanai ilavala		02	Completed		
	New office changing work			Completed		
	Leprosy project discussion in kilinochchi			Completed		
	Green promotion center report and income details preparation		01	Completed		
	EHF score work Jaffna		01	Completed		
	Story work		01	Completed		
	COVID-19 and leprosy awareness workshop		05	Completed		
<b>Mrs S.Thayalini</b>	Leprosy account work		04	Completed		

Staffs name	Title of task	Number of activities	Completed task	Task status	Hours	Document status
<b>Miss Debora</b>	Sivarogini project completed		01	Completed		
	4 motor project completed		01	Completed		
	Leprosy association meeting Jaffna		01	Completed		
	Special workshop ilavalai		01	Completed		
	Nutrition food distributed		01	Completed		
	FB updating work		01	Completed		
	Changanai workshop		01	Completed		
	EHF score updating work		01	Completed		
	Leprosy project reporting work		01	Completed		
	Green promotion center report and income details preparation		01	Completed		
	Megarani project proposal work		01	Completed		
	Leprosy project discussion in kilinochchi		01	Completed		
	Letter work with anantharasha		01	Completed		
	Leprosy association thanking letter sending work		01	Completed		
<b>Mrs.S.Priya</b>	10 Motor project completion reporting work		10	Completed		
	Office work			Completed		
	Beneficiary income details work with Praba		01	Completed		
	01 Project proposal work		01	Completed		
<b>Mrs.ketheeshvari</b>	Leprosy account work with thavarubi		01	Completed		
	2020 January to October Voucher file work		05	Completed		
	Office work			Completed		
<b>Miss T.Kalaivani</b>	Coconut video			Completed		
	Tamil Murasu Training			Completed		
	Tamil Murasu program(sharashwathy pooja)			Completed		
<b>Mrs.Thenmoly</b>	Gardening work with 22 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		
	Success stories video document work		01	Completed		
	Work monitoring throw mobile phone		01	Completed		
	Home garden computation preparation		01	Completed		
	Success story writing work		01	Completed		
<b>Miss. Abisha</b>	Baseline form work		01	Completed		
	New office changing work		02	Completed		
	Office work		02	Completed		
	Green promotion center spinach details Computerization work		01	Completed		
	2 story writing		2	Completed		
<b>Rev.A.S.Ruban</b>	Success story writing work		01	Completed		
	3 proposal documents collection		03	Completed		
	Home gardening work and house visit		01	Completed		
	One Motor project completed		01	Completed		