

Monthly report

Name: Roshana Keshav Kamble

Name of Post: Social Development Experts


Month: April 2025

Sr. No	Date/day	Work done
1	1/4/25 Tuesday	<ul style="list-style-type: none">• Worked on Monthly Plan activity report march 2025.• Prepared a TA/DA bill.• Drafted an office letter and mailed to DIU.• Checked social screening on MIS.
2	2/4/25 Wednesday	<ul style="list-style-type: none">• Worked on Monthly Plan activity report march 2025.• Drafted an office letter and mailed to DIU.• Updated the spreadsheet of Social Inclusion.
3	3/4/25 Thursday	<ul style="list-style-type: none">• Updated the CBO wise social Inclusion excel sheet.• Worked on Kokan Division work review PPT.• Updated the CBO wise social Inclusion excel sheet.• Attended the Thane Division review meeting with team.• Drafted the social inclusion letter to Veridicent CBO and mailed to CBOs.
4	4/4/25 Friday	<ul style="list-style-type: none">• Worked on Kokan Division work review PPT.• Updated the CBO wise social Inclusion excel sheet.• Drafted the social inclusion letter to Krantijyoti CBO and mailed to CBOs.
5	5/4/25 Saturday	<ul style="list-style-type: none">• Weekly off
6	6/4/25 Sunday	<ul style="list-style-type: none">• Weekly Off
7	7/4/25 Monday	<ul style="list-style-type: none">• Checked a MIS screening of Gorjeshwar CBO and revert to DIU Thane for correction.• Worked on spread sheet Tribal sheet.• Worked on Shetirani CBO data and revert to CBO director.
8	8/4/25 Tuesday	<ul style="list-style-type: none">• Worked on spread sheet Tribal sheet and mailed to Sangita Madam.• Checked MIS screening of Ratnagiri DIU CBOs.
9	9/4/25 Wednesday	<ul style="list-style-type: none">• Drafted a MIS letter.• Send a Activity Photos of Thane RIU to Social Specialist of Pune.• Worked on MIS sheet.• Monthly Activity report sent to Social Specialist of Pune.

10	10/4/25 Thursday	<ul style="list-style-type: none"> • Public Holiday
11	11/4/2025 Friday	<ul style="list-style-type: none"> • Checked the MIS screening. • Take a follow from Samruddhi and krantijyoti CBO about the documents. • Drafted an office letter and mailed to DIU.
12	12/4/2025 Saturday	<ul style="list-style-type: none"> • Weekly off
13	13/4/2025 Sunday	<ul style="list-style-type: none"> • Weekly off
14	14/4/2025 Monday	<ul style="list-style-type: none"> • Public Holiday
15	15/4/2025 Tuesday	<ul style="list-style-type: none"> • Worked on PPA sheet. • Updated the sheet of Igot training and mailed to PUCM. • Drafted an office letter and mailed to DIU. • Updated the MIS sheet.
16	16/4/25 Wednesday	<ul style="list-style-type: none"> • Updated the MIS sheet and mentioned the MIS issue in the sheet. • Worked on PPT of MIS issue. • Checked the MIS screening and revert to Sindhudurg DIU. • Worked on CR copy of Officer and mailed to PCMU.
17	17/4/25 Thursday	<ul style="list-style-type: none"> • Worked on CR copy of Officer and mailed to PCMU. • Updated the review work of thane Division PPT. • Drafted a letter about Social Inclusion letter and CBO wise data sheet and mailed to All DIU. • Attended the team meeting.
18	18/4/2025 Friday	<ul style="list-style-type: none"> • Public Holiday
19	19/4/2025 Saturday	<ul style="list-style-type: none"> • Weekly Off
20	20/4/2025 Sunday	<ul style="list-style-type: none"> • Weekly Off
21	21/4/2025 Monday	<ul style="list-style-type: none"> • Updated the Social inclusion sheet-1 • Drafted an Office letter.
22	22/4/2025 Tuesday	<ul style="list-style-type: none"> • Worked on PPT of 'Kharip Aadhava Baithak' • Drafted an Office letter.
23	23/4/2025 Wednesday	<ul style="list-style-type: none"> • Contacted to DMM-MSRLM coordinator for arrange the offline meeting at MSRLM office. • Drafted an office letter and mailed to DIU.

		<ul style="list-style-type: none"> • Coordination with Raigad DIU for informed to Sukhakarta CBO and Vanari CBO about the do the needful things for 3rd trench as soon as possible.
24	24/4/2025 Thursday	<ul style="list-style-type: none"> • Mailed screening and ESHS format to MSRLM DMM coordinator. • Coordination with Khopata CBO for bank loan process. • Drafted a MIS letter.
25	25/4/2025 Friday	<ul style="list-style-type: none"> • Drafted a MIS letter. • Drafted an Office letter. • Checked The MIS screening.
26	26/4/2025 Saturday	<ul style="list-style-type: none"> • Weekly off
27	27/4/2025 Sunday	<ul style="list-style-type: none"> • Weekly off
28	28/4/2025 Monday	<ul style="list-style-type: none"> • Drafted a MIS letter. • Upload the activity pictures on SMART website. • Coordination with MSRLM DMM for offline meeting. Meeting will be on 29.4.2025.
29	29/4/2025 Tuesday	<ul style="list-style-type: none"> • Had a Meeting with MSRLM DMM Ms.Sarika Bhosale. We discussed about the Social Management Framework and social screening. As well as have to complete all social inclusion till the 2nd trench by CBO. • Upload the activity pictures on SMART website. • Drafted an office letter.
30	30/4/2025 Wednesday	<ul style="list-style-type: none"> • Worked on MSMBA Bapgaon location social screening and mailed to Sangita Madam. • Upload the activity pictures on SMART website. • Drafted a MIS letter.


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