Monthly report

Name: Roshana Keshav Kamble

Name of Post: Social Development Experts

Month: August 2025

Sr. No	Date/day	Work done
1	1/8/25 Friday	• Checked the MIS sheet. • Updated the sheet of Shareholder and BOD list in Excel sheet. • Updated the google sheet. • Drafted a office letter.
2	2/8/25 Saturday	• Weekly off
3	3/8/25 Sunday	• Weekly Off
4	4/8/25 Monday	• Updated the sheet of Shareholder and BOD list in Excel sheet. • Drafted a office letter. • Worked on Monthly activity report of July 2025.
5	5/8/25 Tuesday	• Checked social screening on MIS portal. • Update the monthly report of July 2025. • Attended the Capacity Building Training organised by Palladium.
6	6/8/25 Wednesday	• Checked social screening of Sindhubhumi FPC and revert to DIU for correction. • Coordination with MAVIM/ MSRLM for shareholder list and BOD list. • Drafted an office letter.
7	7/8/25 Thursday	• Coordination with MAVIM/ MSRLM for shareholder list and BOD list. • Drafted an office letter. • Updated the sheet of Shareholder and BOD list in Excel sheet.
8	8/8/25 Friday	• Public Holiday.
9	9/8/25 Saturday	• Weekly Off
10	10/8/25 Sunday	• Weekly Off
11	11/8/2025 Monday	• Did a survey of at Bapgoan, Bhiwandi land, and find out the encroachment places near the land.
12	12/8/2025 Tuesday	• Prepared a visit report of Bapgaon location and mailed to Ms. Sangita madam. • Attended the online review meeting of Regional Implementation unit, Thane. • Drafted a office letter. • Coordination with MSRLM PIU and DIU for getting information about Shareholder list and BOD list.
13	13/8/2025 Wednesday	• Updated the Shareholder list and BOD list in excel sheet. • Drafted an office letter. • Coordination with DIU Thane and Ratanagiri team for implanting the

		ESHS plan at CBO level.
14	14/8/2025 Thursday	• Drafted an MIS letter and mailed to DIU. • Took a follow up from DIU, MSRLM, MAVIM on the updating Shareholder list and BOD list in MIS. • Drafted a reminder letter to Omkar FPC to implanting the ESHS plan at worksite.
15	15/8/2025 Friday	• Public Holiday
16	16/8/25 Saturday	• Weekly off
17	17/8/25 Sunday	• Weekly Off
18	18/8/2025 Monday	• Had an interaction with PWC team at RIU office. • Coordinating with MAVIM team about the PWC survey, informed them the PWC team will come to your office and conduct the survey with women's. • Informed to Sangita Madam about the PWC visit is started at Thane division.
19	19/8/2025 Tuesday	• Coordinating with Samrudhi CMRC and Krantijyoti CMRC for PWC visit. • Drafted an office letter. • Checked a MIS data
20	20/8/2025 Wednesday	• Took a follow up from DIU, MSRLM, MAVIM on the updating Shareholder list and BOD list in MIS. • Drafted a reminder letter to Omkar FPC to implanting the ESHS plan at worksite and mailed to FPC. • Drafted a MIS letter
21	21/8/2025 Thursday	• Drafted an MIS letter and mailed to DIU. • Attended the online meeting on Shareholder list and BOD list updating on MIS. • Took a follow up from All DIU, MAVIM and MSRLM team and informed them to upload the shareholder and BOD list on MIS. • Contacted to Palghar CBO's Director and getting follow up about the land finalization status.
22	22/8/2025 Friday	• Drafted a reminder letter about Shareholder list and BOD list and mailed to all DIU, MSRLM, MAVIM. • Drafted an MIS letter and mailed to DIU. •
23	23/8/2025 Saturday	• Weekly Off
24	24/8/2025 Sunday	• Weekly Off
25	25/8/2025 Monday	•
26	26/8/2025 Tuesday	•
27	27/8/2025 Wednesday	•

28	28/8/2025 Thursday	• On Leave
29	29/8/2025 Friday	• Sent a reminder letter to Swami Mavali FPC,Thane to complete the Social Inclusion objective of their CBO for getting 3rd trench and mailed to same. • Checked the shareholder list and BOD list on MIS.
30	30/8/2025 Saturday	• Saturday
31	31/8/2025 Sunday	• Sunday

Roshana Kamble
Social Development Expert
SMART
RIU-Thane

Nodal Officer
Regional Implementation Unit-
Kokan Division, RIU -Thane.