

Monthly report

Name: Roshana Keshav Kamble

Name of Post: Social Development Experts

Month: January 2025

Sr. No	Date/day	Work done
1	1/1/25 Wednesday	<ul style="list-style-type: none">• Attended Online meeting on Solar energy organized by PCMU.• Drafted a office letter and mailed to DIU.
2	2/1/25 Thursday	<ul style="list-style-type: none">• Worked on Monthly report.• Updated the google sheets.• Drafted a office letter and mailed to DIU.
3	3/1/25 Friday	<ul style="list-style-type: none">• Checked a Social action plan, social screening and environmental format of Tala Kisan FPP, Raigad.• Updated a VCDS data sheet.
4	4/1/25 Saturday	<ul style="list-style-type: none">• Weekly off
5	5/1/25 Sunday	<ul style="list-style-type: none">• Weekly off
6	6/1/25 Monday	<ul style="list-style-type: none">• Attended a M&E online meeting organise by PCMU.• Drafted the office letter.• Checked the VCDS data.• Updated a PPT format sheets.
7	7/1/25 Tuesday	<ul style="list-style-type: none">• On Leave.
8	8/1/25 Wednesday	<ul style="list-style-type: none">• Checked a Social action plan, social screening and environmental format of Annaai Shirke FPP, Raigad.• coordination with environmental expert-PCMU Mr. Abhijti Kamble for getting an information on CSA form.• Provided a guidance to MIS expert-Ratnagiri on how to fill the CSA format on MIS sheet.• Drafted an office letter and mailed to DIU.• Packed office file as office will shift at Kashish Park, Thane.
9	9/1/25 Thursday	<ul style="list-style-type: none">• Provided a guidance to MIS expert-Ratnagiri on how to fill the CSA format on MIS sheet.• Drafted a MIS letter and mailed to DIU.• Packed office file as office will shift at Kashish Park, Thane.
10	10/1/25 Friday	<ul style="list-style-type: none">• Packed office file as office will shift at Kashish Park, Thane.
11	11/1/2025	<ul style="list-style-type: none">• Checked a FPP of Zari Mahila FPC, Palghar.

	Saturday	<ul style="list-style-type: none"> • Did a Cashe book entries at Excel sheet.
12	12/1/2025 Sunday	<ul style="list-style-type: none"> • Took an update from all DIU about the POSH act training. • Drafted a letter of POSH act training and mailed to Palghar DIU. • Updated the PPT of POSH Act 2013.
13	13/1/2025 Monday	<ul style="list-style-type: none"> • Checked a Social action plan, social screening and environmental format of Annaai Shirke FPP, Raigad. • Drafted a office letter.
14	14/1/2025 Tuesday	<ul style="list-style-type: none"> • As an office shift at Kashish Park, Thane, Due to that Managed the file and set the office.
15	15/1/2025 Wednesday	<ul style="list-style-type: none"> • Worked on procurement data. • Drafted an office letter. • As an office shift at Kashish Park, Thane, Due to that Managed the file and set the office.
16	16/1/25 Thursday	<ul style="list-style-type: none"> • Worked on office letter. • As an office shift at Kashish Park, Thane, Due to that Managed the file and set the office.
17	17/1/25 Friday	<ul style="list-style-type: none"> • Worked on Environut data. Sent regarding mail same to all DIU. • Informed to all DIU MIS expert Ratnagiri and Thane to get ESHS form from CBO's. • As an office shift at Kashish Park, Thane, Due to that Managed the file and set the office.
18	18/1/2025 Saturday	<ul style="list-style-type: none"> • Weekly off
19	19/1/2025 Sunday	<ul style="list-style-type: none"> • Weekly Off
20	20/1/2025 Monday	<ul style="list-style-type: none"> • As an office shift at Kashish Park, Thane, Due to that Managed the file and set the office. • Worked on office letter.
21	21/1/2025 Tuesday	<ul style="list-style-type: none"> • Worked on office letter. • Coordination with all DIU and MAVIM team, to informed them send an Environmental data.
22	22/1/2025 Wednesday	<ul style="list-style-type: none"> • As an office shift at Kashish Park, Thane, Due to that Managed the file and set the office.
23	23/1/2025 Thursday	<ul style="list-style-type: none"> • As an office shift at Kashish Park, Thane, Due to that Managed the file and set the office.
24	24/1/2025 Friday	<ul style="list-style-type: none"> • Worked on Procurement data • Drafted a office letter.
25	25/1/2025	<ul style="list-style-type: none"> • Weekly off

	Saturday	
26	26/1/2025 Sunday	<ul style="list-style-type: none"> • Weekly off
27	27/1/2025 Monday	<ul style="list-style-type: none"> • Had a coordination with Dr. Sangita Shete madam, about preparation for World bank visit. • Prepared a scheduled for World bank visit. • Drafted an office letter. • Informed to Swami mavli FPC, Karnti jyoti FPC and Samrduddhi FPC about world bank visit and informed to them about make all preparation of social context.
28	28/1/2025 Tuesday	<ul style="list-style-type: none"> • Made a PPT of Thane division work review. • Worked on FPC data for WB visit. • Cross checked the all-social experts' documents for WB visit.
29	29/1/2025 Wednesday	<ul style="list-style-type: none"> • Drafted a Minutes of Meeting of Jackfruit FPC and mailed to Ratnagiri DIU. • Drafted an office letter.
30	30/1/2025 Thursday	<ul style="list-style-type: none"> • Attended an evaluation meeting with external visitor at Thane RIU office. • Updated the thane work review PPT.
31	31/1/2025 Friday	<ul style="list-style-type: none"> • Contacted to DIU Ratnagiri and Thane for take a ESHS from FPC. • Worked on environmental data. • Drafted a office letter.

Roshana Kamble
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 RIU-Thane

[Signature]
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