

## Monthly report

Name: Roshana Keshav Kamble

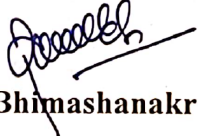
Name of Post: Social Development Experts

Month: December 2024

Sr. No	Date/day	Work done
1	1/12/24 Sunday	<ul style="list-style-type: none"><li>Weekly off</li></ul>
2	2/12/24 Monday	<ul style="list-style-type: none"><li>Did the preparation for POSH act training at Thane JDA office.</li><li>Conducted a training on POSH Act at JDA Thane office.</li></ul>
3	3/12/24 Tuesday	<ul style="list-style-type: none"><li>Updated the SDE sheets and POSH act training sheet.</li><li>Prepared a TA/DA bill.</li><li>Prepared a office letter and mailed to DIU.</li></ul>
	4/12/24 Wednesday	<ul style="list-style-type: none"><li>Prepared a Monthly report of nov 2024 and mailed to Dr.Sangita Shete madam.</li><li>Worked on office data.</li></ul>
5	5/12/24 Thursday	<ul style="list-style-type: none"><li>Checked the MIS data on side.</li><li>Worked on MIS letter.</li></ul>
6	6/12/24 Friday	<ul style="list-style-type: none"><li>Had a coordination with Ms.Varsha Patil-MAVIM for organise a training on rights of women on LAND at Shahapur district.</li><li>Updated the TA/DA of Trupti madam.</li></ul>
7	7/12/24 Saturday	<ul style="list-style-type: none"><li>Weekly Off</li></ul>
8	8/12/24 Sunday	<ul style="list-style-type: none"><li>Weekly off</li></ul>
9	9/12/24 Monday	<ul style="list-style-type: none"><li>Updated the Social Inclusion sheet.</li><li>Prepared a review meeting letter.</li></ul>
10	10/12/24 Tuesday	<ul style="list-style-type: none"><li>Updated the TA/DA of Trupti madam.</li><li>Checked FPP of Sindhubhumi FPC.</li></ul>
11	11/12/2024 Wednesday	<ul style="list-style-type: none"><li>Prepared a Attendance sheet format for CII meeting.</li><li>Worked on PPT- CII meeting at Rameti on 13<sup>th</sup> Dec 2024.</li></ul>
12	12/12/24 Thursday	<ul style="list-style-type: none"><li>Conducted a training on Women's rights on Land with women CMRC. MAVIM at lonad,Kalyan.</li></ul>
13	13/12/24 Friday	<ul style="list-style-type: none"><li>Attended CII meeting, Thane RIU at Rameti.</li></ul>
14	14/12/24 Saturday	<ul style="list-style-type: none"><li>Weekly off</li></ul>
15	15/12/24 Sunday	<ul style="list-style-type: none"><li>Weekly off</li></ul>
16	16/12/24 Monday	<ul style="list-style-type: none"><li>Attended the review meeting of Thane Division.</li><li>Drafted a office letter.</li></ul>
17	17/12/24 Tuesday	<ul style="list-style-type: none"><li>Prepared a Thane RIU work review PPT.</li><li>Guidance to Swami Mavuli FPC director to put labour safety flex and social and environmental flex on constriction side as well as find the flex format on web side and sent to director.</li></ul>

18	18/12/2024 Wednesday	<ul style="list-style-type: none"> <li>• Worked on social inclusion data.</li> <li>• Drafted an office letter and mailed to DIU team.</li> </ul>
19	19/12/2024 Thursday	<ul style="list-style-type: none"> <li>• Worked on Procurement data.</li> <li>• Drafted an office letter.</li> </ul>
20	20/12/2024 Friday	<ul style="list-style-type: none"> <li>• Attended the buy-seller meeting at Dvaraka organised by Thane DIU.</li> </ul>
21	21/12/2024 Saturday	<ul style="list-style-type: none"> <li>• Weekly off</li> </ul>
22	22/12/2023 Sunday	<ul style="list-style-type: none"> <li>• Weekly off</li> </ul>
23	23/12/2024 Monday	<ul style="list-style-type: none"> <li>• Worked on Trupti madam travel diary.</li> <li>• Drafted a office letter and mailed to DIU team.</li> </ul>
24	24/12/2024 Tuesday	<ul style="list-style-type: none"> <li>• Updated the casebook of account Thane RIU.</li> <li>• Worked on Trupti madam travel diary.</li> </ul>
25	25/12/2024 Wednesday	<ul style="list-style-type: none"> <li>• Public Holiday</li> </ul>
26	26/12/2024 Thursday	<ul style="list-style-type: none"> <li>• Visited to Rameti Khopoli to collected a training meetings bill.</li> </ul>
27	27/12/2024 Friday	<ul style="list-style-type: none"> <li>• Worked on Trupti madam travel diary.</li> <li>• Drafted a office letter and mailed to DIU team.</li> </ul>
28	28/12/2024 Saturday	<ul style="list-style-type: none"> <li>• Weekly off</li> </ul>
29	29/12/2024 Sunday	<ul style="list-style-type: none"> <li>• Weekly off</li> </ul>
30	30/12/2024 Monday	<ul style="list-style-type: none"> <li>• Checked MIS sheet.</li> <li>• Worked on Procurement data.</li> </ul>
31	31/12/2024 Tuesday	<ul style="list-style-type: none"> <li>• Checked social action plan and screening check list of Krishi Sangrahan FPC, Wada, plaghar.</li> <li>• Drafted a office letter.</li> </ul>

Bamble  
Roshana Bamble  
SDE  
RIU - Thane  
6/1/2025

  
Mr. Bhimashanagr Patil,  
Nodal Officer,

Regional Implementation Unit-SMART  
Kokan Division, Thane