

Monthly report

Name: Roshana Keshav Kamble

Name of Post: Social Development Experts

Month: November 2024

Sr. No	Date/day	Work done
1	1/11/24 Friday	<ul style="list-style-type: none">Public Holiday
2	2/11/24 Saturday	<ul style="list-style-type: none">Weekly off
3	3/11/24 Sunday	<ul style="list-style-type: none">Weekly off
	4/11/24 Monday	<ul style="list-style-type: none">On leave
5	5/11/24 Tuesday	<ul style="list-style-type: none">On leave
6	6/11/24 Wednesday	<ul style="list-style-type: none">Updated the google sheets.Drafted the office letter.Had a coordination with all DIU team for organise a POSH training with all DIU team.Worked on a monthly report.
7	7/11/24 Thursday	<ul style="list-style-type: none">Prepared a letter of organise a POSH training at DIU level and mailed to all DIU office for same.Did a Cashe book entries at Excel sheet.Checked the MIS.
8	8/11/24 Friday	<ul style="list-style-type: none">Worked on POSH Act-2013 PPTWorked on monthly report and mailed to Dr.Sangita Madam.Worked on account related work.
9	9/11/24 Saturday	<ul style="list-style-type: none">Weekly Off
10	10/11/24 Sunday	<ul style="list-style-type: none">Weekly Off
11	11/11/2024 Monday	<ul style="list-style-type: none">Checked a FPP of Zari Mahila FPC, Palghar.Did a Cashe book entries at Excel sheet.
12	12/11/24 Tuesday	<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	13/11/24 Wednesday	<ul style="list-style-type: none">Visited to Palghar DIU office.Conducted a training on POSH Act-2013 with Palghar DIU team and SAO team.
14	14/11/24 Thursday	<ul style="list-style-type: none">Had a coordination with Raigad, Sindhudurg, Thane and Ratnagri DIU for organised a POSH training.Drafted a office letter and sent it a mailed.
15	15/11/2024 Friday	<ul style="list-style-type: none">Public Holiday
16	16/11/24 Saturday	<ul style="list-style-type: none">Weekly Off

17	17/11/24 Sunday	<ul style="list-style-type: none"> • Weekly off
18	18/11/2024 Monday	<ul style="list-style-type: none"> • Had a Meeting with Ms.Ashawariya Kamble and Mr.Vikarant from Basix organisation. They want to submit the FPP and they had some issue regarding MIS. I updated them about the same. • Take a follow up from DIU about the POSH training.
19	19/11/2024 Tuesday	<ul style="list-style-type: none"> • Office was closed due to election duty.
20	20/11/2024 Wednesday	<ul style="list-style-type: none"> • Public Holiday- election duty.
21	21/11/2024 Thursday	<ul style="list-style-type: none"> • Drafted a letter about organise a POSH training at Raigad DIU and mailed to Raigad DIU about the same. • Updated the POSH Act PPT.
22	22/11/2023 Friday	<ul style="list-style-type: none"> • Drafted a letter about organise a POSH training at Ratnagiri, Sindhudurg and Thane DIU and mailed the same. • Had a preparation for training.
23	23/11/2024 Saturday	<ul style="list-style-type: none"> • Weekly off
24	24/11/2024 Sunday	<ul style="list-style-type: none"> • Weekly off
25	25/11/2024 Monday	<ul style="list-style-type: none"> • Visited to Raigad DIU office. • Conducted a training on POSH Act-2013 with Raigad DIU team and SAO team. • Visited to Aditi FPC at pen. Provide them information about the ESHS form as well as social inclusion (include SC and ST shareholder in their FPC). Also informed them maintain a Grievance Redressal board and register at the site)
26	26/11/2024 Tuesday	<ul style="list-style-type: none"> • Had a coordination with Ratnagiri and Sindhudurg DIU for POSH Act-2013 training. • Did office work.
27	27/11/2024 Wednesday	<ul style="list-style-type: none"> • Visited to Sindhudurg office. • Conducted a training on POSH Act-2013 with Sindhudurg DIU team and SAO team.
28	28/11/2024 Thursday	<ul style="list-style-type: none"> • Visited to Ratnagiri office. • Conducted a training on POSH Act-2013 with Ratnagiri DIU team and SAO team. • Visited to Kokangabha FPC. Provide them information about the ESHS form as well as social inclusion (include SC and ST shareholder in their FPC). Also informed them maintain a Grievance Redressal board and register at the site)
29	29/11/2024 Friday	<ul style="list-style-type: none"> • . Return Travel.
30	30/10/2024 Saturday	<ul style="list-style-type: none"> • Weekly off

Rashana Kamble
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