

## Monthly report

Name: Roshana Keshav Kamble

Name of Post: Social Development Experts

Month: October 2024

Sr. No	Date/day	Work done
1	1/10/24 Tuesday	<ul style="list-style-type: none"><li>Updated the google sheets.</li><li>Drafted the office letter.</li></ul>
2	2/10/24 Wednesday	<ul style="list-style-type: none"><li>Public Holiday</li></ul>
3	3/10/24 Thursday	<ul style="list-style-type: none"><li>On leave</li></ul>
	4/10/24 Friday	<ul style="list-style-type: none"><li>Thane RIU received the one grievance. I prepared a answer of grievance and updated on grievance website.</li><li>Drafted a office letter.</li></ul>
5	5/10/24 Saturday	<ul style="list-style-type: none"><li>Weekly off</li></ul>
6	6/10/24 Sunday	<ul style="list-style-type: none"><li>Weekly off</li></ul>
7	7/10/24 Monday	<ul style="list-style-type: none"><li>Prepared a monthly report and mailed to Dr. Sangita madam.</li></ul>
8	8/10/24 Tuesday	<ul style="list-style-type: none"><li>Checked the MIS.</li><li>Drafted a office letter.</li></ul>
9	9/10/24 Wednesday	<ul style="list-style-type: none"><li>Attended the online meeting on ESHS cost norms with SDEs team.</li></ul>
10	10/10/24 Thursday	<ul style="list-style-type: none"><li>Checked account related PPA and did coordination with JDA account team for same.</li><li>Checked MIS.</li></ul>
11	11/10/2024 Friday	<ul style="list-style-type: none"><li>On leave.</li></ul>
12	12/10/24 Saturday	<ul style="list-style-type: none"><li>Weekly Off</li></ul>
13	13/10/24 Sunday	<ul style="list-style-type: none"><li>Weekly off</li></ul>
14	14/10/24 Monday	<ul style="list-style-type: none"><li>Drafted an office letter.</li><li>Took a follow up from Raigad team regarding social inclusion part.</li></ul>
15	15/10/2024 Tuesday	<ul style="list-style-type: none"><li>Prepared a PPT of Patil Sir.</li></ul>
16	16/10/24 Wednesday	<ul style="list-style-type: none"><li>Had a called with Dr. Sangita madam about Tribal FPC consultation visit.</li><li>Made a list of tribal FPCs.</li><li>Drafted an office letter.</li></ul>
17	17/10/24	<ul style="list-style-type: none"><li>Contacted to Swami Mavuli FPC and Samruddhi CMRC FPC and informed them about the visit to there FPC for tribal consultation.</li></ul>

	Thursday	<ul style="list-style-type: none"> <li>• Prepared a preparation for visit.</li> <li>• Getting information from FPP about the FPC.</li> </ul>
18	18/10/2024 Friday	<ul style="list-style-type: none"> <li>• Visited to Swami Mavuli FPC and Samruddhi CMRC at Shahapur for tribal consultation.</li> <li>• Visited the FPC subproject site and had discussion with shareholders about the how they started the FPC and from starting to till now what kind of problem they face and how they solve the problems.</li> </ul>
19	19/10/2024 Saturday	<ul style="list-style-type: none"> <li>• Weekly off</li> </ul>
20	20/10/2024 Sunday	<ul style="list-style-type: none"> <li>• Weekly off</li> </ul>
21	21/10/2024 Monday	<ul style="list-style-type: none"> <li>• Drafted a MIS letter and mailed to all DIU.</li> <li>• Drafted a letter about present the new FPP and mailed to Raigad and Palghar DIU.</li> <li>• Prepared a Tribal consultation form of Swami Mavuli FPC mailed to Dr. Sangita madam.</li> </ul>
22	22/10/2023 Tuesday	<ul style="list-style-type: none"> <li>• Prepared a Tribal consultation form of Samruddhi CMRC FPC and mailed to Dr. Sangita madam.</li> <li>• Make a google sheet of details of officer and staff of Kokan Division.</li> </ul>
23	23/10/2024 Wednesday	<ul style="list-style-type: none"> <li>• Prepared a fund budget sheet of Kokan Division RIU.</li> <li>• Drafted an office letter.</li> <li>• Drafted a MIS letter.</li> <li>• Updated the Tribal consultation form.</li> </ul>
24	24/10/2024 Thursday	<ul style="list-style-type: none"> <li>• Worked on CBO sanction and distribute fund sheet.</li> <li>• Attended the MIS meeting.</li> </ul>
25	25/10/2024 Friday	<ul style="list-style-type: none"> <li>• Prepared a Thane work review PPT.</li> <li>• Drafted a MIS letter.</li> </ul>
26	26/10/2024 Saturday	<ul style="list-style-type: none"> <li>• Weekly Off</li> </ul>
27	27/10/2024 Sunday	<ul style="list-style-type: none"> <li>• Weekly Off.</li> </ul>
28	28/10/2024 Monday	<ul style="list-style-type: none"> <li>• Updated a Thane work review PPT.</li> <li>• Drafted a office letter.</li> </ul>
29	29/10/2024 Tuesday	<ul style="list-style-type: none"> <li>• Attended the Thane review meeting.</li> </ul>
30	30/10/2024 Wednesday	<ul style="list-style-type: none"> <li>• Attended the Training on POSH act 2013 by Dr. Sangita Shete.</li> </ul>

Rashana  
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social development expert  
Thane RIU

[Signature]  
Nodal Officer

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