

# CIPD

(Centre for Integrated Programme and Development)  
Roy Bhahadur Sarak, T & T Area,  
Rangamati.

Funded by: CHTDF-UNDP

## Monthly Staff Action Plan

Name of Staff: *Nizmal Tanchongya*

Designation: C.F

Name of Project: "Alternative Livelihood Options with Knowledge, Input and Training in Alekkhong (ALOKITA)

Month & Year: August, 2017

Date	Time	Place	Activities / Purpose	Remarks
01.08.2017		Bilaichari-office	Reporting	
02.08.2017	10.am	Bilaichari to Farua (Chisha marma Para)		
03.08.2017	9.am	Chishamarmapa	- Contact with PLDC	
04.08.2017		weekend	weekend	
05.08.2017	10.am	Chisha Para	PLDC meeting	
06.08.2017	10.am	office	office work	
07.08.2017	10.am	Bilaichari	"	
08.08.2017	9.am	chochari	PLDC meeting	
09.08.2017	10am	phochora Para	contact with PLDC	
10.08.2017	2.Pm	"	PLDC meeting	
11.08.2017		weekend	weekend	
12.08.2017	10.am	chisha Para	PLDC monitoring & follow up	
13.08.2017		Bilaichari	office work	
14.08.2017		"	"	
15.08.2017	10.am	chochari Para	Follow up the project activities	
16.08.2017	9.am	Phochora Para	Contact with L.S.P	
17.08.2017	10.am - 10.30am	office	Contact with office for Reporting	
18.08.2017		weekend	weekend	
19.08.2017	9.am - 11am	Farua (Chisha) to Bilaichari	office	
20.08.2017		Bilaichari	office work	
21.08.2017		"	"	
22.08.2017	11.am - 2Pm	Bilaichari to Farua		
23.08.2017	10am - 5Pm	phochora Para	PLDC Project monitoring/followup	
24.08.2017	9.am - 11am	Come back/Phochora to chainya		
25.08.2017		weekend	weekend	
26.08.2017		Farua to Bilaichari	office [Poor staff meeting]	
27.08.2017		office	Staff Coordination	
28.08.2017		office	"	
29.08.2017		"	Reporting	
30.08.2017			"	

Prepared by: *[Signature]*

Approved by: *[Signature]*