

		MONTHLY PERFORMANCE REPORT-CUM-ACTIVITIES SHEET FOR DATA ENTRY OPERATOR v2.0			Month/Year:
GoI, MoMA Project		Name of Project: Waqf Records Computerization Project		Location:	
		Reporting Officer: SWB Nodal Officer		Reviewing Officer: CEO, State Waqf Board	
		Coordination: NIC-PMU(Waqf), Delhi		Candidate Name:	
Remunerations Funded by MoMA, GoI and Disbursed by SWB for 2nd & 3rd Year of Operation of CCF, Date of Joining at SWB:					
Weeks	Assignment Description	Plan/ Actual/ Reasons	Description of the Tasks		Remarks of the Reporting Officer
1st Week:	Description of Tasks Assigned	Plan			
	Tasks Completed	Actual			
	Bottlenecks, if target not met	Reasons			
2nd Week:	Description of Tasks Assigned	Plan			
	Tasks Completed	Actual			
	Bottlenecks, if target not met	Reasons			
3rd Week:	Description of Tasks Assigned	Plan			
	Tasks Completed	Actual			
	Bottlenecks, if target not met	Reasons			
Last Week:	Description of Tasks Assigned	Plan			
	Tasks Completed	Actual			
	Bottlenecks, if target not met	Reasons			

Signature:

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 Name of the Candidate
 Profile: Data Entry Operator
 Date:

Signature:

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 Name of Reporting Officer
 Designation:
 Date:
 Office Seal

Signature:

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 Name of Reviewing Officer
 Designation:
 Date:
 Office Seal