

## **7. Monthly Tour Report** **(To be submitted at PPIU)**

Name of reporting officer: \_\_\_\_\_ Designation: \_\_\_\_\_

Province: \_\_\_\_\_ Reporting month: \_\_\_\_\_

Total districts visited: \_\_\_\_\_ Name of District(s): \_\_\_\_\_

Total days in Office (PPIU): \_\_\_\_\_ Total days in DPIU/Field: \_\_\_\_\_

Total Health Facilities visited: \_\_\_\_\_ Total Health Houses visited: \_\_\_\_\_

Total Supervisors visited: \_\_\_\_\_

Date	Tentative Tour Program	Actual Tour Conducted	Reasons for any changes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Dated: \_\_\_\_\_

Signature of Reporting Officer: \_\_\_\_\_

(Approved/Not approved by PPIU) \_\_\_\_\_

Signature of P.C.: \_\_\_\_\_

Copy to: 1. PPIU Province \_\_\_\_\_

## **User Guide for Monthly Tour Report**

LHW program staff (i.e. Field Program Officers, Provincial Program Staff visiting district/field and using any or all supervisory tools is bound to use this tool for report submission.

The reporting officer will give his/her name and designation along with province and reporting month. He/she will mention in the report of total districts visited, name of district(s), total days in office (PPIU), total days in DPIU/field, with total health facilities visited, total health house visited and total supervisors visited. It is desirable that he should be conducting his tour as per plan, however if there is any deviation in the tour plan he must be mentioning the reasons for that.

He/she will sign the report and will get approval from PPIU with signature of Provincial Coordinator and will send the copy to PPIU.