**Please make sure to send this report dully filled every Friday by 5.00 P.M. to Project Manager.**

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| **Reporting Period** | | **From** | 5 March 2017 | | **To** | 12 March 2017 | | |
| **Employee Name** | | Rozy Twanju | | | | | | |
| **Position** | | Developer | | | | | | |
| **Employee Contact Details** | | **Phone** | 9861819345 | | **E-mail** | Rozy.twanju@krennova.com.np | | |
| **Project Name** | | * Finance | | | | | | |
| **Current Project Updates** | |  | | | | | | |
| * Contact Us | | | | | | |
| * Emi Calculation | | | | | | |
| * Calendar | | | | | | |
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| **New Assignments** | | * Template Integration | | | | | | |
| * Home Page Design | | | | | | |
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| **Supervisor’s Remarks** | |  | | | | | | |
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| **Employee Name** | Rozy Twanju | | | **Signature** |  | | **Date** | 13 Mar 2017 |
| **Supervisor Name** |  | | | **Signature** |  | | **Date** |  |