**Daily Field Monitoring Format during COVID-19 Situation**

**For Regional, District and Upazila Level Officers**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Date** | **Who contacted (name and designation)** | **With whom contacted** | | **Location** | | | **Subject of discussion** | **Discussion outcome (qualitative/quantitative)** | **Remarks** |
| **Name** | **Designation**  **(example)** | **district** | **upazila** | **union** |
|  |  |  |  | AD/DD |  |  |  |  |  |  |
|  |  |  |  | UAO/ULO/UFO |  |  |  |  |  |  |
|  |  |  |  | SAAO/LEAF/CEAL |  |  |  |  |  |  |
|  |  |  |  | CIGs/Farmers |  |  |  |  |  |  |
|  |  |  |  | LBFs |  |  |  |  |  |  |
|  |  |  |  | Pl/co pl/  Comtractor/PhD  Fellow |  |  |  |  |  |  |
|  |  |  |  | Others  (mention) |  |  |  |  |  |  |