

STAY Project Closedown Plan Chart
21st July 2011

Activity Description	Dateline	Responsible Person	Department
Monthly Financial Report	20 th July	Anosha	Finance
Payment for leave balance	25 th July	Anosha	Finance
July salaries and vendors payments	2 nd August	Anosha	Finance
Severance and Eid bonus payments	5 th August	Anosha	Finance
Monthly Financial Report	20 th August	Anosha	Finance
Tax exemption certificate	21 st August	Anosha	Finance
Close official bank accounts	30 th August	Anosha	Finance
CD with all program documents have been submitted to Barbara. Kris' documents are pending	Today	Dr. Ghulam	Management
Master list of documents	5 th August	Barbara	Management
GIROA form 3	ASAP	Kris	Reporting
GIROA close-out documents (Letters should come from EDC, HO, and USAID) Kris will draft letter.	1 st August	Kris	Reporting
Letter to foreign affairs department of Ministry of Labor with all work permits which we have got for our expat staff -- can be done locally			
Quarterly Report Quarter 3	21 st July	Kris	Reporting
Afghan Info Quarter 3	31 st July	Kris	Reporting
EQUIP3 Quarterly Report	31 st July	Kris	Reporting
USAID closeout documents: Draft outline of report	4 th August	Kris	Reporting
Meeting with KBSS re: security contract and bringing Dave's accounts current√	19 th July	Dr. Habib and Dave	Operations
Find and take quotes for warehouse. Give keys to USAID. 1-6 months of storage.	19-20 July	Dr. Habib	Operations
Purchase 3000 liters fuel for office generator√	20 th July	Dr. Habib	Operations
Extend the Internet contract to 8/31/11. Give them one month's notice of termination.√	Waiting for HQ Approval	Dr. Habib	Operations
Dismantle VSAT (need three people) -	August	Dr. Habib	Operations
Guesthouse (GH) contract extended	Completed	Dr. Habib	Operations
Office space allocation from offices to GH	25 th July	Dr. Habib	Operations
Maintain power and Internet system for GH and office spaces in the GH	Completed	Dr. Habib	Operations
Will work with Finance concerning pension scheme and severance payments.	19 July	Dr. Ali	Admin/HR
Will start scanning the personnel files	31 st July	Dr. Ali	Admin/HR

Will start packaging the HR and Admin files so that they are ready for shipment to HO	3 rd August	Dr. Ali	Admin/HR
Preparing the final leave tracker up-to August 08, 2011 so that finance can process the payments of leave.	8 th August	Dr. Ali	Admin/HR
Will start writing the soft copy of Admin & HR documents into CDs to be transferred to HO	8 th August	Dr. Ali	Admin/HR
Will start preparing recommendation letters to employees	8 th August	Dr. Ali and Barb	Admin/HR
Will start receiving the final timesheets from the employees and will prepare the payroll	8 th August	Dr. Ali	Admin/HR
Will start completing the clearance forms for all employees	8 th August	Dr. Ali	Admin/HR
Will provide the final payments including clearance forms to finance department for the further actions.	5 th – 8 th August	Dr. Ali	Admin/HR
Scanning the final payments including clearance forms and timesheets so that we can send all HR & admin documents	15 th August	Dr. Ali	Admin/HR
Assets will be ready for submitting to USAID	15 th August	Dr. Ali	Admin/HR
Leave two armored vehicles, return one. Give 30-day notice	6 th August	Dr. Habib	Operations
Return two of the soft-skin vehicles.		Dr. Habib	Operations