

My Me Primary Report – Template

Details of the responsible officer		
1	Name of District	wayanad
2	Name of Person In charge	Saathosh kumar
3	Designation	Driver
4	Contact Number	9947 189515

Basic Information about the Unit		
1	Name and contact number of ME unit adopted	Jyothi Mess, Kotto
2	Area of operation	Canteen cattering
3	Location of ME	kottatbael
4	Name & contact Number of MEC in charge	Saleena V.M.
5	Whether MEC visits regularly and supports the unit?	No
6	Individual/Group	Group
7	If group, Total no of members	5
8	Scheme(RME/Yuvashree/others(Specify)	RME
9	Details of trainings received (PIP/EDP/Skill/Accounting&Auditing/Others(Specify)	CiOT, EDP, Skill
10	Whether unit need any training	No
11	Present Marketing strategy/Channels	Direct
12	Whether unit have any idea for business expansion or diversification	No

Financial details		
1	Whether registers are maintained properly ?	yes
2	Whether Accounts are maintained perfectly?	yes
3	Whether regular auditing has been done?	yes
4	Total Revenue and expenditure in 2015-16	R: 250000 E:
5	Total Revenue and expenditure in 2016-17	R: 362000 E:
6	What are the financial assistance received from the Kudumbashree	R.F, subsidy
7	Whether unit is eligible for any financial assistance from Kudumbashree	yes T.F

Photo of the unit (including officer in charge)

1. Machinery details including Production Capacity.

2. Major observations/findings - well functioning

3. Suggestions for improvement: - New Building needed for cleanly working.

4. Initiatives needed for improvement -

5. Remarks if any - good working.