

My Me Primary Report - Template

Details of the responsible officer		
1	Name of District	WAYANAD
2	Name of Person In charge	MURALI.KT
3	Designation	A.D.MC
4	Contact Number	9446445581

Basic Information about the Unit		
1	Name and contact number of ME unit adopted	Puthuruchi catering unit 9446952488
2	Area of operation	Kalpetta Municipality
3	Location of ME	Mandasi
4	Name & contact Number of MEC in charge	Santha
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)	SSN SJSRY
9	Details of trainings received (PIP/EDP/Skill/Accounting&Auditing/ Others(Specify)	CTOT, EDP, AIRATHA
10	Whether unit need any training	No
11	Present Marketing strategy/Channels	supplying food as per orders from customers
12	Whether unit have any idea for business expansion or diversification	Yes

Financial details		
1	Whether registers are maintained properly ?	⊙ No, only minutes Book & cash book are maintained
2	Whether Accounts are maintained perfectly?	No
3	Whether regular auditing has been done?	No Up to 2015-16 completed
4	Total Revenue and expenditure in 2015-16	R: E:
5	Total Revenue and expenditure in 2016-17	R: E:
6	What are the financial assistance received from the Kudumbashree	Subsidy of Rs 3,00,000/-
7	Whether unit is eligible for any financial assistance from Kudumbashree	Yes

Photo of the unit (including officer in charge)

1. Machinery details including Production Capacity. Grinder, Mini Fridge, Omnivan
2. Major observations/findings : At present the unit is preparing food in a small ^{temporary} shed, lacking sufficient vessels, etc
3. Suggestions for improvement: The catering unit should have a spacious permanent shed for food preparation, a good grinder and an omoo cutting machine and more vessels.
4. Initiatives needed for improvement
The unit requires financial assistance to improve ~~the~~ its shortages
5. Remarks if any

At present, the unit is paying a high rate of interest ^{13.5%} on their bank loan and an amount of about 10,000/- is required for the same. It got orders from D.D.U. UKY Training Agency Center to supply foods to its inmates trainees and regular orders from many govt offices to supply food to its functions. So an urgent development of infrastructure ~~to cope with~~ is necessary to satisfy its requirements.