

SPEED POST

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Programme

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

Ministry of Micro, Small, & Medium Enterprises

Govt. of India

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No. PMEGP/MIS/2009-10/

Dt. 26-10-2009

To,  
The State/Divisional Director  
Khadi & V.I. Commission

**Sub:- Training for feeding the data in MIS under  
PMEGP - reg.**

Sir,

KVIC has launched the web based MIS system for entering the data of PMEGP for the year 2008-09 and also for 2009-10 monthwise. The user manual, user ID and passwords for each office were furnished to all three agencies i.e. KVIC, KVIB and DICs in each state in the month of July,2009.

2. It is appreciated that some of the offices have started feeding the data in the system whereas other offices have not yet started. While going through the reports fed by the field offices, it is observed that except one or two offices remaining have taken matter very casually and feeding the data in all the formats accurately has not been done.

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3. In view of above, it is decided that from each office one official i.e. one from KVIC, one from KVIB and one from DIC may be trained at KVIC, Mumbai for feeding the data in MIS system. The training will be of two days. First day will be the actual training on how to use and feed the data in the system and second day they are to feed their respective offices data in the system for the year 2008-09 and 2009-10 (April to October) separately.

4. It is therefore requested that one person from your office may be deputed for the purpose as per schedule enclosed. It is also requested that the state KVIB and Director of Industries may be contacted personally and arrange to depute one person from KVIB and one from DIC side for this training.

5. While deputing the staff, please note that they are familiar with computer operation, further, they are advised to bring the data in respect of 2008-09 (project sanctioned by Banks upto 31-3-2009 and M.M. claims settled upto 31-8-2009) and 2009-10 (April to October) as per enclosed format so that after one day training they will be able to feed the respective agencies data in the MIS system. Please also note that the representative of DICs should bring the consolidated data of all the DICs in the state. Attending the training without bringing the data will not serve the purpose as the Ministry is viewing the MIS system time to time on web site. The names of the participants may be intimated immediately through fax/e-mail for making arrangement for their stay.

