

**Tentative Tour Programme of Thiru.S.A.Raman, I.A.S., Collector, Vellore District for the Month of November – 2018**

| <b>Date</b>             | <b>Time</b>  | <b>Place</b>                 | <b>Purpose</b>  |
|-------------------------|--|------------------------------|---|
| 01.11.2018<br>Thursday  | 10.00 am   | --                           | Office Work.  |
|                         | 11.00 am   | Venkateswara School, Vellore | Rajya Puraskar awards for scout children - CEO  |
|                         | 11.00 am   | Headquarters                 | Swachh Vidyalaya Puraskar award to Clean Schools – CEO  |
|                         | 12.30 pm   |                              | BHEL land Acquisition for Job opportunity meeting with BHEL Officials.  |
| 04.00 pm                | Election - Special Summary Revision meeting – PA (Election). |                              |   |
| 02.11.2018<br>Friday    | 10.00 am   | --                           | Inspection.   |
|                         | 2.00 pm to 3.45 pm   | Headquarters                 | Even for Strengthen ECO System of MSME meeting - LDM/GM DIC.  |
|                         | 03.45 pm to 05.00 pm   | VC Hall                      | Web carting of Hon'ble Prime Minister of Even for Strengthen ECO System of MSME.  |
| 03.11.2018<br>Saturday  | <b>06.00 am</b>  | --                           | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>   |
|                         | 02.00 pm   | Arcot, Thellur               | Airport Road Inspection – DE HW, DE NABARD.   |
| 04.11.2018<br>Sunday    | 10.00 am   | --                           | Inspection.   |
| 05.11.2018<br>Monday    | 10.00 am   | --                           | Deepavalli Special Govt. Holiday.   |
| 06.11.2018<br>Tuesday   | 10.00 am   | --                           | Deepavalli – Govt. Holiday.   |
| 07.11.2018<br>Wednesday | <b>06.00 am</b>  | --                           | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>   |
|                         | 10.00 am   | Headquarters                 | Inspection – Rural development department – PD (DRDA)   |
| 08.11.2018<br>Thursday  | <b>06.00 am</b>  | --                           | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>   |
|                         | 09.30 am   | --                           | RD Establishment Rural Development Review Meeting: PD(DRDA), PO(MT), EE(RD)s, AEEs, AD(Pt), AD(Audit), PA(PD), PA(NMP), PA(SS), BDO's, AE/UE's. |

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|                        | 04.00 pm        |   | Vehicle Permit Enquiry – RTO, Ranipet.   |
|                        | 05.00 pm        |   | ODF Convergence IHHL Meeting - PD  |
| 09.11.2018<br>Friday   | 10.00 am        | Headquarters  | JD Medical National Programme and G.H. Performance Review – JD (Medical).  |
|                        |                 |   | NRHM and PHC performance review, Maternal Death Audit and District Health Society Executive committee meeting DD (HS). |
|                        | 03.00 pm        |   | DSWO Monthly Review meeting/PO ICDS  |
|                        | 03.30 pm        |   | ICDS Review meeting with CDPOs and Supervisors – PO ICDS.  |
|                        | 04.00 pm        |   | Mahalir Thittam, DSMS Monthly Review meeting – PO(MT)  |
|                        | 05.00 pm        |   | DDRO Monthly Review meeting.   |
|                        | 05.30 pm        |   | TAHDCO monthly progress review Meeting - EE, TAHDCO.   |
| 10.11.2018<br>Saturday | <b>06.00 am</b> | --  | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                        | 10.00 am        | TNSC Bank,<br>6 <sup>th</sup> Floor,<br>No.4/233<br>NSC Bose<br>Road,<br>Chennai-01 | Co-operative Department Judicial Enquiry – JR (Co-op). (Mr.Manigandan, Senior Inspector, Cell No.6385123690)           |
|                        | 10.00 am        | Melpatti,<br>Pernambut<br>Taluk   | Special Camp for IHHL/LPG Gas.   |
|                        | 11.30 am        | Thanthalam,<br>Kaveripakka<br>m Panchyath   | SAGY Village Mass contact program – PD DRDA/MP Arakkonam.  |
|                        | 01.00 pm        | Arakkonam   | Development Department inspection – PD DRDA.   |
| 11.11.2018<br>Sunday   | 10.00 am        | ---   | TNPSC Group II Examination Center Visit – TNPSC Tahsildar.   |
|                        | 10.30 am        | Hindu School<br>Vaniyambadi   | Hindu school Centenary Celebration Minister Programme – CEO.   |

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| 12.11.2018<br>Monday    | 06.00 am  | --                         | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>                                      |
|                         | 09.30 am  | Headquarters               | Law and Order weekly meeting.  |
|                         |   |                            | Excise Weekly meeting.   |
|                         |   |                            | Mines and Minerals weekly meeting.   |
|                         |   |                            | RTOs weekly meeting.   |
|                         | 10.00 am  | Headquarters               | Inauguration of Training – Refreshment course for Assistant & Junior Assistant’s - ICO                     |
|                         | 10.00 am  |                            | All Head of the Departments Bi-Weekly meeting.   |
|                         | 11.00 am  |                            | Dengue review meeting – DD (HS)  |
|                         | 12.00 pm  | Quaide Millath Hall        | Grievance Day Programme.   |
|                         | 02.00 pm  | Headquarters               | Gun License enquiry – MHS  |
|                         | 04.00 pm  |                            | Weekly Civil Supplies Meeting: DRO, DR (CS), DSO, RM-TNCSC & SO Karpagam.                                  |
|                         | 04.30 pm  |                            | Bi-Weekly Priority Scheme review meeting with PA (Agri), JD (Agri) DD (Horti) and related other officials. |
| 06.00 pm                | Recharge well Weekly Progress review meeting – PD DRDA. |                            |  |
| 13.11.2018<br>Tuesday   | 06.00 am  | --                         | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>                                      |
|                         | 10.00 am  | --                         | <b>Town Panchayat Inspection – AD TP.</b>  |
| 14.11.2018<br>Wednesday | 06.00 am  | --                         | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>                                      |
|                         | 10.30 am  | St. Annis Home, Gudiyattam | International Day of Senior Citizen’s Day Celebration – DSWO   |
|                         | 12.00 Noon  | --                         | Development Department Inspection – PD DRDA.   |
|                         | 04.00 pm  | Headquarters               | District Teachers Professional Development Society Advisory committee meeting.                             |

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| 15.11.2018<br>Thursday | 06.00 am   | --   | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>                                      |
|                        | 10.00 am   | --   | Inspection.  |
|                        | 04.00 Pm   | Headquarters   | MGNREGS Social Audit High Level Committee meeting- AD Audit  |
| 16.11.2018<br>Friday   | 06.00 am   | --   | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>                                      |
|                        | 10.00 am   | Headquarters   | Agriculture Production Committee Meeting (Agriculture and Allied Department).                              |
|                        |  |  | Crop Insurance Meeting – JR (Co-op) and Agriculture Department.  |
|                        | 11.00 am   |  | Agricultural Farmers Grievance Day Programme – PA (Agri).  |
|                        | 04.30 pm   | Headquarters   | Review on Flag Ship Scheme – Agri, Horti, Agri-Engg, AH, Marketing, Market Committee, Fisheries.           |
|                        |  |  | Agricultural Department – Food Grain Mission–2017-18 Scheme Review Meeting Review – with line Departments. |
|                        |  |  | Agri Department and Horticulture Departments review meeting.   |
|                        |  |  | Effective Implementation of Watershed Management Schemes – District Level Co-ordination Committee Meeting. |
|                        |  |  | Inauguration of Training – Refreshment course for Assistant & Junior Assistant’s – ICO (Closing Ceremony)  |
|                        | 05.00 pm   | Bi-Weekly Priority Scheme review meeting with PA (Agri), JD (Agri) DD (Horti) and related other officials. |  |
| 05.30 pm               | Forest Rights Act (FRA) Meeting – PO (TW) / DADWO. |  |  |
| 06.00 pm               |  |  |  |
| 17.11.2018<br>Saturday | 06.00 am   | --   | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>                                      |
|                        | 10.30 am   | Bala Dhandapani Kalyana Mandapamm, Sathuvachari  | Co-operative Week Celebration – JR (Cop).  |

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| 18.11.2018<br>Sunday    | 10.00 am        | --   | Holiday.   |
| 19.11.2018<br>Monday    | <b>06.00 am</b> | --   | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                         | 09.30 am        | Headquarters   | Law and Order weekly meeting.  |
|                         |                 |  | Excise Weekly meeting.   |
|                         |                 |  | Mines and Minerals weekly meeting.   |
|                         |                 |  | RTOs weekly meeting.   |
|                         | 10.00 am        |  | Dengue review meeting – DD (HS)  |
|                         | 12.00 pm        | Quaide Millath Hall  | Grievance Day Programme.   |
|                         | 04.00 pm        | Headquarters   | Weekly Civil Supplies Meeting: DRO, DR (CS), DSO, RM-TNCSC & SO Karpagam.  |
| 04.30 pm                |                 | Anti Corruption & Vigilance Monitoring Committee meeting– ICO. |  |
| 05.00 pm                | Headquarters    | Recharge well Weekly Progress review meeting – PD DRDA.        |  |
| 20.11.2018<br>Tuesday   | <b>06.00 am</b> | --   | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                         | 10.00 am        | Headquarters   | District Revenue Administration Sub-ordinate Officers monthly performance review meeting – RDO's, Tahsildars and DRS Tahsildars. |
|                         | 03.00 pm        |  | Law and Order Monthly Meeting.   |
|                         | 03.30 pm        |  | Road Safety / Traffic Advisory Committee Monthly Meeting.  |
|                         | 04.00 pm        |  | Steering Committee Monthly Meeting for eviction and Encroachments  |
| 21.11.2018<br>Wednesday | 10.00 am        | --   | Milad un nabi – Govt. Holiday.   |
| 22.11.2018<br>Thursday  | <b>06.00 am</b> | --   | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                         | 10.00 am        | --   | Inspection.  |
|                         | 04.00 pm        | Headquarters   | District Child line Advisory Board Co-ordination meeting – Child line 1098   |
|                         | 04.30 pm        |  | ICCW Committee Meeting – PA(PD)  |
|                         | 05.00 pm        | Headquarters   | Law Officer Meeting – MHS.   |

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| 23.11.2018<br>Friday   | 06.00 am   | --                       | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                        | 10.00 am   | Headquarters             | 20 Point Programme Meeting / PWD Meeting with DRO, EE (WRD), EE (Bldgs.), EE TWAD Board, EE TWAD UGSS, D.E. NH, State Highways, Project, NABARD and Rural Roads, including CEO, CEO (SSA). |
|                        |  |                          | Plan Review.   |
|                        | GM, DIC Single Window Meeting.   |                          |  |
|                        | 11.00 am   |                          | Review meeting of MPLAD & MLACDs Works with all Line departments. (PD-DRDA).   |
|                        | 11.30 am   |                          | Corporation, Municipalities, Town Panchayats Schemes progress monthly review meeting - AD (TP) and all EOs, Corporation Commissioner, Municipal Commissioner.                              |
| 05.00 pm               | Education Department monthly Quality Improvement review meeting with CEO, DEO's, BEEO's, BRCS, ADPC. |                          |  |
| 24.11.2018<br>Saturday | 06.00 am   | --                       | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                        | 10.00 am   | --                       | Inspection.  |
| 25.11.2018<br>Sunday   | 10.00 am   | --                       | Holiday.   |
| 26.11.2018<br>Monday   | 06.00 am   | --                       | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                        | 09.30 am   | Headquarters             | Law and Order weekly meeting.  |
|                        |  |                          | Excise Weekly meeting.   |
|                        |  |                          | Mines and Minerals weekly meeting.   |
|                        |  |                          | RTOs weekly meeting.   |
|                        | 11.00 am   |                          | Dengue review meeting – DD (HS)  |
| 12.00 pm               | Quaide Millath Hall  | Grievance Day Programme. |  |

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|                         | 04.00 pm        |                                   | Weekly Civil Supplies Meeting: DRO, DR (CS), DSO, RM-TNCSC & SO Karpagam.  |
|                         | 04.30 pm        | Headquarters                      | Bi-Weekly Priority Scheme review meeting with PA (Agri), JD (Agri) DD (Horti) and related other officials.         |
|                         | 05.00 pm        |                                   | Recharge well Weekly Progress review meeting – PD DRDA.  |
| 27.11.2018<br>Tuesday   | <b>06.00 am</b> | --                                | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                         | 10.00 am        | Quaide Millath Hall               | NEEDS committee meeting – GM DIC.  |
|                         | 04.30 pm        |                                   | District Level Bankers Coordination monthly review meeting – LDM.  |
| 28.11.2018<br>Wednesday | <b>06.00 am</b> | --                                | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                         | 10.00 am        | Melveeranam Village, Walaja Taluk | Mass contact programme at Govindacheri, Govindacherikuppam, Melveeranam, Ponnappanthangal Village at Walaja Taluk. |
| 29.11.2018<br>Thursday  | <b>06.00 am</b> | --                                | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                         | 10.00 am        | --                                | Inspection.  |
| 30.11.2018<br>Friday    | <b>06.00 am</b> | --                                | <b>Dengue Mosquito control activities field inspection – DD (HS).</b>  |
|                         | 10.00 am        | --                                | Inspection.  |
|                         | 04.00 pm        | Headquarters                      | District CAB Child line Advisory Board Co-ordination meeting – DSWO  |

Note:- The Officers should submit the meeting files on the previous working day itself without fail.

**Sd/- S.A.Raman,  
Collector,  
Vellore District.**

**//By Order//**

Huzur Sharistadar (G)

To  
The Concerned Departments.  
Vellore District.