

Tentative Tour Programme of Thiru.S.A.Raman, I.A.S., Collector,
Vellore District - Month of December - 2018

Date	Time	Place	Purpose
01.12.2018 Saturday	11.00 am	Quaide Millath Hall	World AIDS Day Celebration 2018 Rally – DPM (TANSAC)
	11.30 am	Headquarters	Yelagiri Tourism development meeting – PD
02.12.2018 Sunday	10.00 am	Headquarters	Office work
03.12.2018 Monday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS).
	09.30 am	Headquarters	Law and Order weekly meeting.
			Excise Weekly meeting.
			Mines and Minerals weekly meeting.
			RTOs weekly meeting.
	10.00 am	Headquarters	Dengue review meeting – DD (HS)
	10.30 am	Holycross School, Sathuvachari	Minister Programme - World Disability Day Celebration - DDRO
	12.00 pm	Quaide Millath Hall	Grievance Day Programme.
	02.30 pm	Headquarters	Gun License enquiry – MHS
	03.00 pm	Headquarters	Enquiry regarding Transfer of Permit - RTO Vaniyambadi.
	03.30 pm	Headquarters	All DC's scheme review meeting – DADWO, DBCWO, APA(Lands), AD (Survey) SDC (SSS) and Revenue Zonal Officers Meeting.
			OAP & OPT / scheme review meeting with concerned officials – DRO
	04.30 pm	Headquarters	Weekly Civil Supplies Meeting: DRO, DR (CS), DSO, RM-TNCSC & SO Karpagam.
	05.00 pm		All Dept.HoD's Meeting – PA (G)
Government Exhibition and swimming pool meeting – PRO/ Corporation Commissioner/Vellore Tahsildar			
05.00 pm	Headquarters	Discussion on Town/Villages/City Nomenclature in Tamil – AD (Tamil Development)	
		Recharge well Weekly Progress review meeting – PD DRDA.	
06.00 pm	Headquarters		

04.12.2018 Tuesday	10.00 am	Aravatla village	Field Inspection – Sub Collector Vellore / PD (DRDA).
05.12.2018 Wednesday	09.00 am	Vellore Fort, Vellore	World Volunteers Day Rally – Red cross
	04.00 pm	Headquarters	District Level Steering Committee Meeting - Food Safety Department
	05.00 pm		Amma Two Wheeler Scheme 2017-2018 sanction and distribution of Vehicles conducting coordination meeting – PO (MT)
06.12.2018 Thursday	10.00 am	Headquarters	Dr.B.R.Ambedkar memorial Day – Garlanding of Dr.B.R.Ambedkar Statue.
	10.30 am		Vellore Smart City and Nethaji Market – Final Design review Meeting – Corporation Commissioner, Vellore.
	04.00 pm	Headquarters	AD Welfare Vigilance Committee Meeting. DAWO.
07.12.2018 Friday	08.00 am	Vellore Sepoy Mutiny Stupa, Vellore	Flag Day Collection 2018 Rally - DD Ex-Serviceman
	03.00 pm to 04.00 pm	Video Conference Hall	Video conference with Chief secretaries/ Administrators of States/UTs on Prime Minister’s Awards for Excellence in Public Administration -2019.
	04.00 pm	Police Marriage Hall	Tea party to Armed Forces Flag Day Celebration – DD Ex-Serviceman.
08.12.2018 Saturday	10.00 am	--	Inspection.
09.12.2018 Sunday	10.00 am	Headquarters	Office work
10.12.2018 Monday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS).
	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.
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.
	05.00 pm		Recharge well Weekly Progress review meeting – PD DRDA.
11.12.2018 Tuesday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS)
	10.00 am	Headquarters	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.
12.12.2018 Wednesday	10.00 am	--	Inspection.
13.12.2018 Thursday	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).
	11.30 pm		NUHM city Health society – Governing Body meeting – Corporation commissioner, Vellore.
	12.00 pm		Review on coverage of Deliveries in Government Hospitals – PAPD.
	03.00 pm		DSWO Monthly Review meeting/PO ICDS
			ICDS Review meeting with CDPOs and Supervisors – PO ICDS.
	04.00 pm		Mahalir Thittam, DSMS Monthly Review meeting – PO(MT)
	05.00 pm		E ducation Department monthly Quality Improvement review meeting with CEO, DEO's, BEEO's, BRCS, ADPC.
	06.00 pm		DDRO Monthly Review meeting.
	06.30 pm		TAHDCO monthly progress review Meeting - EE, TAHDCO.

14.12.2018 Friday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS).
	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.		
15.12.2018 Saturday	10.00 am	Dhandapani Kalyana Mandabam, Vellore.	Workshop on ban plastic – TNPCB, DEE, Vaniyambadi.
16.12.2018 Sunday	10.00 am	Headquarters	Office work.
17.12.2018 Monday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS).
	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
02.00 PM	Teacher's Home, Vellore		National Pensioner Day Celebration – Retired Official's Association.
03.30 pm	Headquarters	All DC's scheme review meeting – DADWO, DBCWO, APA(Lands), AD (Survey) SDC (SSS) and Revenue Zonal Officers Meeting.	

			OAP & OPT / scheme review meeting with concerned officials – DRO
	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		Recharge well Weekly Progress review meeting – PD DRDA.
	05.30 pm		RD Zonal Officer Review Meeting. PD DRDA.
18.12.2018 Tuesday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS).
	10.00 am	Headquarters	District Revenue Administration Subordinate 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		Rehabilitation Committee Meeting. AC (Excise)
	04.30 pm		Steering Committee Monthly Meeting for eviction and Encroachments.
19.12.2018 Wednesday	10.00 am	Yelagiri Hall, Anna Salai, Vellore.	Inauguration of District Level Farmers Orientation Training. PO (Mathi).
	11.00 am	Headquarters	Minorities Rights day celebration & PM's 15 points plan review meeting – DBCWO.
20.12.2018 Thursday	10.00 am	Headquarters	MGNREGS Social Audit Committee Meeting- AD Audit.
21.12.2018 Friday	10.00 am	--	Inspection
22.12.2018 Saturday	10.00 am	--	Inspection.
23.12.2018 Sunday	10.00 am	Headquarters	Office work

24.12.2018 Monday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS)
	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.
	04.00 pm	Headquarters	Weekly Civil Supplies Meeting: DRO, DR (CS), DSO, RM-TNCSC & SO Karpagam.
05.00 pm	Recharge well Weekly Progress review meeting – PD DRDA.		
25.12.2018 Tuesday	--	--	Christmas Govt. Holiday
26.12.2018 Wednesday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS)
	10.00 am	Quaide Millath Hall	NEEDS committee meeting – GM DIC.
	11.00 am	Annaicut Taluk	Mass contact programme at Melarasampattu Village.
	04.30 pm	Headquarters	District Level Bankers Coordination monthly review meeting – LDM.
	05.00 Pm	Headquarters	District High Level Committee meeting-AD (Town Panchayat).
27.12.2018 Thursday	10.00 am	Sub Collector's Office, Ranipet	Special Grievance Day cum Review meeting – Revenue Services.
	04.00 pm	Headquarters	Ex-servicemen Grievance Day/Board/committee meeting – DD Ex-service men
	05.30 pm	Headquarters	Vigilance Committee Meeting. Labor Department.

28.12.2018 Friday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS).
	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.
			Agricultural Department and Horticulture Departments review meeting.
			Effective Implementation of Watershed Management Schemes – District Level Co-ordination Committee Meeting.
	05.30 pm		Bi-Weekly Priority Scheme review meeting with PA (Agri), JD (Agri) DD (Horti) and related other officials.
	06.00 pm		Forest Rights Act (FRA) Meeting – PO (TW) / DADWO.
RD Zonal Officers Review meeting – PD DRDA			
29.12.2018 Saturday	10.00 am	--	Inspection.
30.12.2018 Sunday	10.00 am	Headquarters	Office work
31.12.2018 Monday	06.00 am	--	Dengue Mosquito control activities field inspection – DD (HS).
	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	Headquarters	Bi-Weekly Priority Scheme review meeting with PA (Agri), JD (Agri) DD (Horti) and related other officials.
	05.00 pm	Headquarters	Recharge well Weekly Progress review meeting – PD DRDA.

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

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

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To
The Concerned Departments.
Vellore District.

Huzur Sharistadar (G)