

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 01.07.2018 to 15.07.2018**

Date	Time	Venue	Programme	Follow up officer
01.07.2018 Sunday		HQ	Office works	
02.07.2018 Monday	10.00 AM	HQ	Review of pending GD / CM Cell / etc Petitions - all HODs, Tahsildars, BDOs, MC & EOs(TP)	SDC (SSS)
	10.15 AM		Review of redressal of complaints received through Toll Free No.1800 425 4556	
	10.30 AM		Receiving Grievance Day Petitions.	
	03.30 PM	HQ	Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	04.00 PM		Water quality meeting - EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	04.30 PM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	PA(D)/ CEO
	05.00 PM		Review of performance of Agricultural Dept. officials - JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)
	05.30 PM		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R - DRO, PA(G), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	PA(G)
06.00 PM		Review of RD Zonal Officers	PD, DRDA	
03.07.2018 Tuesday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	03.30 PM	GHQH	Government Headquarters Hospital inspection cum review	JD (HS) & PA(D)
04.07.2018 Wednesday	FN	HQ	Office works	
	03.30 PM		Review of performance of BC &MBC hostel wardens-DRO, all DCs, ,EE(RD), AD(P&A), & Wardens	DBCWO
	04.00 PM		Review of performance of ADW hostel wardens-DRO, All DCs, EE(TAHDCO), EE(RD), AD(P&A) & Wardens	DADWO
	04.30 PM		Review of schemes implemented by DBCWO - JR(COOP) & DBCWO	DBCWO
	05.00 PM		Review of schemes implemented by DADWO - DADWO & EE(TAHDCO)	DADWO
05.07.2018 Thursday	10.00 AM	Camp	Hostel visit	DBCWO/ DADWO
	04.00 PM	HQ	Review of civil works and M & R works done by PWD(Buildings) - DRO, CEO, JD(AH), & DBCWO	PA(D)/ EE (PWD)
	04.30 PM		Pending High court cases and Subordinate court civil cases review - all HODs	PA(G)

06.07.2018 Friday	FN	HQ	Office works	
	02.30 PM	HQ	Civic amenities coordination Meeting –DD(HS), EE(RD), AEE(M), MC, PRO(EB), PHC MOs	DD(H) / PA(D)
	03.00 PM		NCD review – JD(HS), DD(HS), DPO, PHC MOs and NCD Staff nurses, CeMONC Chief	
	03.30 PM		Review of Health Inspectors including TB / Leprosy- JD(HS), DD(HS), DD(TB) DD(leprosy), PHC MOs, NMS(L), BHSs and HIs	
	04.00 PM		PMOAs review –JD(HS), DD(HS), HOD(Ophthal), all ophthalmologists, PHC Mos and PMOAs	
	04.15 PM		Review of District Mental Health Program - JD(HS), DD(HS) and Mental Health Doctor & team	
	04.30 PM		MMU / ASI / regular review including HSC coverage –JD(HS), DD(HS), MMU Mos, and PHC Mos.	
	05.00 PM		TANSACS review – JD(HS), DD(HS), DPM, ART MOs, Counsellors and DAPCU staff	
	05.15 PM		Review of RBSK & dental doctors - DD(HS), CEO and RBSK dental Doctors	
07.07.2018 Saturday		HQ	Office works	
08.07.2018 Sunday		HQ	Office works	
09.07.2018 Monday	10.00 AM	HQ	Review of pending GD / CM Cell / etc Petitions - all HODs, Tahsildars, BDOs, MC & EOs(TP)	SDC (SSS)
	10.15 AM		Review of redressal of complaints received through Toll Free No.1800 425 4556	
	10.30 AM		Receiving Grievance Day Petitions.	
	03.30 PM		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	04.00 PM		PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	05.00 PM		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R – DRO, PA(G), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	PA (G)
	05.30 PM		Review of Revenue Zonal Officers	
10.07.2018 Tuesday	FN	HQ	Office works	
	03.30 PM		Review of schemes implemented by Employment and Training Department - District Employment Officer and Principals (ITI)	PA(D)
	04.00 PM		Review of performance of DM, TNSTC and RTO – EE(RD) & DE(C&M) to attend	

11.07.2018 Wednesday	10.00 AM	Camp	PHCs visit	DD(HS)
	03.00 PM	HQ	Review of performance of Anganwadi centers - DD(Health), DSO, RM(TNCSC), PO(ICDS), AD(P&A), EE(RD), Mun. Engineer, AEE of Town Pts. CDPOs, Supervisors Gr. I & Gr.II, Egg supplier and 6 workers from each Block	PO(ICDS)
	04.30 PM		Review of implementation of Noon Meal Program- PA(NMP), DSO, RM(TNCSC), EE(RD), all AD level officers, Dy.BDOs(NMP), Egg supplier and 6 organizers from each Block.	PA(NMP)
12.07.2018 Thursday	FN	HQ	Office works	
	03.30 PM	Camp	Inspection of schemes implemented by TAWDEVA	DD (TAWDEVA)
13.07.2018 Friday	10.00 AM	Camp	Perambalur Block office cursory inspection	HS(D)
	04.00 PM	HQ	Review of works taken up under SBGF - Concerned HODs	Secretary, District Panchayat
	04.30 PM		Review of performance of Assistant Director of Town & Country Planning, Perambalur and Local Planning Authority.	AD(P&A)
	05.00 PM		Review of AC Excise - AC Excise, DM TASMAL, ADSP(P&EW), DEO & ESO	AC(Excise)
	05.30 PM		Review of NABARD schemes - NABARD schemes implementing officers	PA(D)
14.07.2018 Saturday		HQ	Office works	
15.07.2018 Sunday		HQ	Office works	

District Collector,
Perambalur.

To

All Officers Concerned.

Note:

- 1 All HODs are requested to convene the meeting of district level mission / committee, general body meeting, etc., regarding the schemes implemented by their department along with their regular monthly review meeting itself with prior permission.
- 2 The review booklet shall have action taken report of previous review meeting and inspection notes of the District Collector.
- 3 The DO letters received by Collector regarding a department, special /discuss papers if any shall be reviewed in the same meeting
- 4 Petitions received through all types of grievance redressal mechanisms like CM Cell, Monday petitions, etc., shall also be reviewed in the same meeting (list of such backlog shall be taken from SDC(SSS) and not the concerned department's list)