

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 01.08.2018 to 15.08.2018**

Date	Time	Venue	Programme	Follow up officer
01.08.2018 Wednesday	10.30 AM	HQ	Review of RD Zonal Officers	PD, DRDA
	11.00 AM		Election review meeting	PAG
	03.30 PM	Camp	Inspection of works carried out by RD and PR Dept & TAWDEVA	EE(RD) / DD TAWDEVA
02.08.2018 Thursday	10.00 AM	HQ	Review of works taken up under SBGF - Concerned HODs	Secretary, District Panchayat
	11.00 AM		Review of AC Excise – AC Excise, DM TASMAL, ADSP(P&EW), DEO & ESO	AC(Excise)
	11.30 AM		Review of performance of Assistant Director of Town & Country Planning, Perambalur and Local Planning Authority.	AD(P&A)
	03.30 PM		Review of NABARD schemes - NABARD schemes implementing officers	PA(D)/ EE (PWD)
	04.00 PM		Review of civil works and M & R works done by PWD(Buildings) - DRO, CEO, JD(AH), & DBCWO	
	04.30 PM		Pending High court cases and Subordinate court civil cases review - all HODs	PA(G)
03.08.2018 Friday		HQ	Office works	
04.08.2018 Saturday		HQ	Office works	
05.08.2018 Sunday		HQ	Office works	
06.08.2018 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		Water quality meeting – EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	04.30 PM		Review of performance of Agricultural Dept. officials – JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)
	05.00 PM		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R – APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	AD(Pt&A)
	05.30 PM		Revenue Zonal Officers Meeting	PA(G)

07.08.2018 Tuesday	10.00 AM	HQ	Review of Social security schemes of DDAWO, Tahsildars (SSS) and LO(SSS) – DDAWO, Tahsildars (SSS), LO(SSS), LDM and PO(MT)	SDC(SSS)
	10.30 AM		Review of e-Governance new initiatives – eDM, NIC-DIO & other stakeholders	eDM
	11.00 AM		Review of e-Governance Project and Computerization of Land Records – RDO, eDM, BM ELCOT, NIC-DIO, AD(Survey), Tahsildars & HSs	PA(G)
	11.30 AM		Survey review - DRO, RDO, AD(Survey), Tahsildars, eDM & HSs	
	12.00 PM		DRA Meeting – Review of PAs, RDO, Tahsildars, HAS & HQDTs	
	01.00 PM		Review of Long pending files: All individual files has to be reviewed	
	03.00 PM		Review on Law and Order - SP, RDO, DSPs, Tahsildars and Police Inspectors	
	04.00 PM		Road Safety Committee Meeting - SP, RDO, DSPs, RTO, DE(H), DE(NH), EE(RD), Tahsildars, Police Inspectors, BM, TNSTC and other stakeholders	
	04.45 PM		District Level Steering Committee meeting – SP, DRO, PA(G), DFO, Tahsildars, AD Survey, DSP, DE Highways, EE WRO PWD, AC HR&CE, AD Pt, JD Animal Husbandry, Municipal Commissioner, AD TP, EOs Town Panchayats.	
05.30 PM		Review on Geology and Mining TFC meeting – SP, RDO, DSPs, Tahsildars and Police Inspectors	DD(Mines)	
08.08.2018 Wednesday	10.00 AM	Camp	MCP – Mavilangai village in Alathur Taluk	SDC(SSS)
	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)
09.08.2018 Thursday	10.30 AM	HQ	Review of civil works taken up under VP, PU and DP General fund and the works taken up through AD(Pts) & PA(NMP)-EE(RD), all ADs, AEEs(RD),BDOs & AE/JEs	PD,DRDA
	11.30 AM		Review of civil works executed by the DRDA - EE(RD), all ADs, AEEs(RD), BDOs & AE/JEs	
	03.00 PM		Review of performance of all Dy.BDOs – Few Village Pt. Secretaries to attend the meeting – All AD level officers to review their respective Dy BDOs.	
	05.30 PM		Basic amenities implementation review meeting – Concerned Officials	

10.08.2018 Friday	10.00 AM	HQ	Review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)
	10.30 AM		LF Audit – High level committee meeting	AD (Pt)
	03.30 PM	Camp	Agri Engg. Field Inspection –JD Agri & DD Horti.	PA(Agri.)
11.08.2018 Saturday		HQ	Office works	
12.08.2018 Sunday		HQ	Office works	
13.08.2018 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		Water quality meeting – EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	05.00 PM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	PA(D)/ CEO
	05.30 PM		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R – APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	AD(Pt&A)
	06.00 PM		Review of RD Zonal Officers	PD, DRDA
14.08.2018 Tuesday	10.30 AM	HQ	Review of performance of BC &MBC hostel wardens-DRO, all DCs, ,EE(RD), AD(P&A), & Wardens	DBCWO
	11.00 AM		Review of performance of ADW hostel wardens-DRO, All DCs, EE(TAHDCO), EE(RD), AD(P&A) & Wardens	DADWO
	11.30 AM		Review of schemes implemented by DBCWO - JR(COOP) & DBCWO	DBCWO
	12.00 PM		Review of schemes implemented by DADWO - DADWO & EE(TAHDCO)	DADWO
	02.30 PM		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(Opthal), all opthamalogists, 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	
15.08.2018 Wednesday	FN	HQ	Independence Day Celebration	SDC(SSS)
	11.00 AM	Camp	Participation in Grama Sabha	AD(P&A)
	AN	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)*