

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 01.09.2018 to 15.09.2018**

Date	Time	Venue	Programme	Follow up officer	
01.09.2018 Saturday		HQ	Office works		
02.09.2018 Sunday		HQ	Krishna Jayanthi Government Holiday – Office Works		
03.09.2018 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 – PA(G), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	PA(G)
	05.30 PM			Revenue Zonal Officers Meeting – DRO & all DCs	
04.09.2018 Tuesday	10.00 AM	Camp	Inspection and review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)	
	03.30 PM		Inspection of Kudimaramath Works	AEE PWD (WRO)	
05.09.2018 Wednesday	FN	HQ	Office Works		
	03.00 PM		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)	
	05.00 PM		Survey Review – DRO, RDO, AD(Survey), Tahsildars. eDM & HSs	PA(G)	
06.09.2018 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)	
	05.00 PM		Basic amenities implementation review meeting - Concerned Officials	PD - DRDA	
07.09.2018 Friday	10.30 AM	Camp	Government Headquarters Hospital inspection cum review	JD (HS) & PA(D)	
	03.30 PM	HQ	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	
08.09.2018 Saturday		HQ	Office works		
09.09.2018 Sunday		HQ	Office works		
10.09.2018 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 - 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
11.09.2018 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	

	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)
12.09.2018 Wednesday	10.00 AM	Camp	MCP - Ayilur village in Perambalur Taluk	SDC (SSS)
	03.30 PM	HQ	Cursory inspection in the office of ICDS	PA(D)
	04.30 PM		Cursory inspection in the office of DSWO	
	05.00 PM		Basic amenities implementation review meeting - Concerned Officials	PD,DRDA
13.09.2018 Thursday		HQ	Vinayakar Chaturthi Government Holiday - Office Works	
14.09.2018 Friday	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	
	03.30 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.	EE(RD)
15.09.2018 Saturday		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)