

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,  
District Collector, Perambalur  
for the period of 01.10.2018 to 15.10.2018**

Date	Time	Venue	Programme	Follow up officer	
01.10.2018 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			Revenue Zonal Officers Meeting - DRO & all DCs	
02.10.2018 Tuesday	10.00 AM	Camp	Gandhi Jayanthi Government Holiday - Gandhi Jeyanthi function at Perambalur Khadhi Craft and participation in Grama sabha	PRO AD(P&A)	
03.10.2018 Wednesday	10.30 AM	HQ	Review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)	
	11.00 AM		Review of Mines schemes with concerned officials	AD Mines	
	11.30 AM		Review of performance of Assistant Director of Town & Country Planning, Perambalur and Local Planning Authority.	AD(P&A)	
	04.00 PM	Camp	Inspection of works carried out by RD and PR Dept	EE(RD)	
	05.00 PM	HQ	Pending High court cases and Subordinate court civil cases review - all HODs	PA(G)	
04.10.2018 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		
	03.30 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.		
	05.00 PM		Basic amenities implementation review meeting - Concerned Officials		

05.10.2018 Friday	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)
	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.	
06.10.2018 Saturday		HQ	Office works	
07.10.2018 Sunday	10.00 AM	Camp	Special Summary Revision – 2019 Special Camp Visit	ERO/RDO
	AN	HQ	Office works	
08.10.2018 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 – 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

09.10.2018 Tuesday	10.30 AM	HQ	Review of e-Governance new initiatives - eDM, NIC-DIO & other stakeholders	eDM
	11.00 AM		Review of AC Excise - AC Excise, DM TASMAL, ADSP(P&EW), DEO & ESO	AC(Excise)
	03.30 PM		Review of works taken up under SBGF - Concerned HODs	Secretary, District Panchayat
	04.00 PM		Review of NABARD schemes - NABARD schemes implementing officers	PA(D)/ EE (PWD)
	04.30 PM		Review of civil works and M & R works done by PWD(Buildings) - DRO, CEO, JD(AH), & DBCWO	
	05.00 PM		Review of schemes implemented by DBCWO - JR(COOP) & DBCWO	DBCWO
	05.30 PM		Review of schemes implemented by DADWO - DADWO & EE(TAHDCO)	DADWO
10.10.2018 Wednesday	10.00 AM	Camp	MCP - Sithali (E) village in Kunnam Taluk	SDC (SSS)
	03.30 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)
11.10.2018 Thursday	10.30 AM	Camp	Government Headquarters Hospital inspection cum review	JD (HS) & PA(D)
	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,	
	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	
	05.30 PM		Basic amenities implementation review meeting - Concerned Officials	PD,DRDA

12.10.2018 Friday	10.30 AM	HQ	Cursory inspection in the office of ICDS	PA(D)
	11.30 AM		Cursory inspection in the office of DSWO	
	03.30 PM	Camp	Inspection of works carried out by RD and PR Dept	EE(RD)
13.10.2018 Saturday		HQ	Office works	
14.10.2018 Sunday	10.00 AM	Camp	Special Summary Revision - 2019 Special Camp Visit	ERO/RDO
	AN	HQ	Office works	
15.10.2018 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		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		Revenue Zonal Officers Meeting - DRO & all DCs	

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)