

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 01.011.2018 to 15.11.2018**

Date	Time	Venue	Programme	Follow up officer
01.11.2018 Thursday	10.30 AM	Camp	Inspection of works carried out by RD and PR Dept	PD/ DRDA
	03.30 PM	HQ	DDUGKY - Skill and placement of Rural Youth Committee Meeting	PD/ TNSRLM
02.11.2018 Friday	10.00 AM	HQ	Review of Social security schemes of DDAWO, Tahsildars (SSS) and LO(SSS) - DDAWO, Tahsildars (SSS), LO(SSS), LDM	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.	
	05.30 PM		Review on Geology and Mining TFC meeting - SP, RDO, DSPs, Tahsildars and Police Inspectors	DD (Mines)
03.11.2018 Saturday		HQ	Office works	
04.11.2018 Sunday		HQ	Office works	
05.11.2018 Monday		HQ	Deepavali Government Holiday - Office Works	
06.11.2018 Tuesday		HQ	Deepavali Government Holiday - Office Works	
07.11.2018 Wednesday	FN	HQ	Office works	
	03.30 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 & Registration review - DRO, RDO, AD(Survey), District Registrar, Tahsildars, eDM & HSs	PA(G)

08.11.2018 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.	
	05.30 PM		Basic amenities implementation review meeting – Concerned Officials	
09.11.2018 Friday	10.00 AM	HQ	Review of works taken up under SBGF - Concerned HODs	Secretary, District Panchayat
	10.30 AM		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)
	11.30 AM		Review of performance of Assistant Director of Town & Country Planning, Perambalur and Local Planning Authority.	AD(P&A)
	12.00 PM		Review of Geology and mining with concerned officials	AD Mines
	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)
10.11.2018 Saturday		HQ	Office works	
11.11.2018 Sunday		HQ	Office works	
12.11.2018 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	

13.11.2018 Tuesday	10.30 AM	HQ	Review of performance of DM, TNSTC and RTO - EE(RD) & DE(C&M) to attend	PA(D)
	11.00 AM		Inspection and review of sports facilities - DSO & AEE(RD)	DSO, TO PA(D)
	11.30 AM		Review of Tourism - Tourism officer	
	03.30 PM	Camp	Agriculture, Horticulture and Agri Engg. Field Inspection - JD Agri & DD Horti.	PA(Agri.)
14.11.2018 Wednesday	10.00 AM	Camp	MCP - Peraiyur village in Veppanthattai Taluk	SDC (SSS)
	03.30 PM	HQ	Review of performance of Co operative department officials- JR(Coop), DR(Coop)& DR(PDS)	PA (Agri.)
	04.30 PM		Review of performance of PACB Secretaries - JR(Coop), DR(Coop), DR(PDS) and PACB Secretaries	
	05.00 PM		Beti Bachao Beti Padhao - District Level Taskforce Committee Meeting - DRO, SP, PD(DRDA), PO(MT), CEO, JD(HEALTH), DD(HEALTH), District Sports Officer, PRO, DCPO, PO ICDS	DSWO
15.11.2018 Thursday	10.30 AM	Camp	Veppanthattai Taluk Office Annual Inspection	HS (G)
	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
	05.30 PM		Basic amenities implementation review meeting - Concerned Officials	PD,DRDA

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)

