

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 01.01.2019 to 15.01.2019**

Date	Time	Venue	Programme	Follow up officer
01.01.2019 Tuesday		HQ	New year's day – Public holiday - Office works	
02.01.2019 Wednesday	10.00 AM	HQ	Review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)
	10.30 AM		Review of works taken up under SBGF - Concerned HODs	Secretary, District Panchayat
	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)
03.01.2019 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	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	
04.01.2019 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 – DRO, 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	
	03.30 PM		Review on Law and Order - SP, DRO, RDO, DSPs, Tahsildars and Police Inspectors	
	04.00 PM		Road Safety Committee Meeting - SP, DRO, 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, DRO, RDO, DSPs, Tahsildars and Police Inspectors	DD (Mines)
05.01.2019 Saturday		HQ	Office works	
06.01.2019 Sunday		HQ	Office works	
07.01.2019 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 - DRO, JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	05.30 PM		Revenue Zonal Officers Meeting - DRO & all DCs	PAG
08.01.2019 Tuesday	10.30 AM	Camp	Government Headquarters Hospital inspection cum review	JD (HS) & PA(D)
	04.00 PM	HQ	Review of e-Governance new initiatives - eDM, NIC-DIO & other stakeholders	eDM
	04.30 PM		Review of performance of DM, TNSTC and RTO - EE(RD) & DE(C&M) to attend	PA(D)
	05.00 PM		Inspection and review of sports facilities - DSO,& AEE(RD)	DSO,
	05.30 PM		Review of AC Excise - AC Excise, DM TASMAL, ADSP(P&EW), DEO & ESO	AC (Excise)
09.01.2019 Wednesday	10.00 AM	Camp	MCP - Kurumbalur (South) village in Perambalur 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	
10.01.2019 Thursday	10.30 AM	Camp	Perambalur Block Office cursory Inspection	HS (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

	05.30 PM		Basic amenities implementation review meeting - Concerned Officials	PD,DRDA
11.01.2019 Friday	10.30 AM	Camp	Inspection of IHHL and works carried out by RD and PR Dept.	PD,DRDA EE(RD)
	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)
12.01.2019 Saturday		HQ	Office works	
13.01.2019 Sunday		HQ	Office works	
14.01.2019 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)	
	05.00 PM		Review of RD Zonal Officers	PD DRDA
15.01.2019 Tuesday		HQ	Pongal – Public holiday - 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)*

