

**Tentative Tour Programme of Tmt.V.Santha,IAS.,District Collector,
Perambalur for the period from 16.09.2019 to 30.09.2019**

Date	Time	Venue	Programme	Follow up officer	
16.09.2019 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.		
	02.30 PM			Interview for selection of members for Juvenile Justice Board	DCPO
	03.30 PM			Plastic Waste Free Campaign (Swachhata Hi Seva 2019) – Meeting with District level HODs	PD,DRDA
	04.00 PM			PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	04.45 PM			Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	05.15 PM			Review of performance of Officers who have been entrusted to ensure the construction of housing works under PMAY- RD Zonal Officers, BDOs(BP) &(VP), Engineers, Overseers, DyBDOs, RIs and other officers concerned	PD, DRDA
	05.30 PM			Revenue Zonal Officers Meeting – DRO & all DCs	PA(G)
17.09.2019 Tuesday	10.00 AM	Camp	Schools visit	CEO	
	03.30 PM	HQ	Special GDP for Ex-servicemen & servicemen and their families	DD (Ex servicemen)	
	04.00 PM		Review of schemes implemented by Employment and Training Department - District Employment Officer and Principals (ITI)	PA(D)	
	04.15 PM		Review of performance of DM, TNSTC and RTO - EE(RD) & DE(C&M) to attend		
	04.30 PM		Meeting of second Task Force Committee under NEED and Meeting of second Task Force Committee under PMEGP	GM,DIC	
	05.00 PM		Amma Village Sports Scheme – Committee meeting- District Sports Officer and other members	PA(D)	
	05.30 PM		Meeting of District Committee constituted for preparation of District Environment Plan – Committee members to attend	EE, PCB	
18.09.2019 Wednesday	10.00 AM		Camp	MCP – Melapuliyur(West) village in Perambalur Taluk	SDC (SSS)
	03.30 PM	HQ	Review of schemes executed by the Animal husbandry Department - JD, DD, ADs of Animal Husbandry Dept. and PO(MT)	PA (Agri)	
	04.00 PM		Review of Aavin and Dairy Development – GM(Aavin) & DR(Dairy)		

	04.30 PM		District Level Vigilance and Monitoring Committee meeting under SC and ST (POA) Rules-1995 - DADWO and other members	DADWO
	05.00 PM		Meeting of District Level Coordination Committee for Seventh Economic Census - DD(Statistics) and other members	DD (Statistics)
19.09.2019 Thursday	07.30 AM	Camp	Inspection of Municipal works-MC	MC
	11.00 AM	HQ	Review of Municipal works-MC & ME	AD(P&A)
	12.00 PM		Review of Town Panchayat works- AD(TP), AEE(TP) and EOs(TP)	
	02.30 PM		High risk referral review -JD(HS), DD(HS), CeMONC Chief, PHC Doctors, SHNs and CHNs	DD(HS) / PA(D)
	03.00 PM		Maternal death audit -JD(HS), DD(HS), CeMONC Chief, PHC Doctors, SHNs, CHNs and spouse or relatives of the deceased	
	03.30 PM		Infant death audit - JD(HS), DD(HS), CeMONC Chief, NICU chief, PHC Doctors, SHNs, CHNs and parents of infant	
	04.00 PM		Family welfare review -JD(HS), DD(HS), DD(FW), CeMONC Chief, PHC Doctors, SHNs,CHNs and FW Counselors	
	05.00 PM		Review of 108 Ambulance performance -108 District coordinator	
20.09.2019 Friday	10.00 AM	Camp	Inspection of schemes implemented by TAWDEVA & Agri Eng Dept. and Checkdams constructed by RD and PR Dept	PD(DRDA) , EE(AED) ,DD (TAWDEVA)
	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, MMU Mos, and PHC Mos	
	04.00 PM		PMOAs review -JD(HS), DD(HS), HOD(Ophthal), all ophthamalogists, 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	
	21.09.2019 Saturday			
22.09.2019 Sunday		HQ	Office works	

23.09.2019 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.		
	04.00 PM		Review of performance of Agricultural Dept. officials - JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)	
	04.30 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)	
	04.45 PM		Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(P&A)	
	05.15 PM		Review of performance of Officers who have been entrusted to ensure the construction of housing works under PMAY- RD Zonal Officers, BDOs(BP) &(VP), Engineers, Overseers, DyBDOs, RIs and other officers concerned	PD, DRDA	
	05.45 PM		Review of RD Zonal Officers		
24.09.2019 Tuesday	10.00 AM		Surprise Inspection		
	04.00 PM	HQ	MT review meeting - PO(MT), JR(Coop), APOs(MT), and the respective field level staff	PO (MT)	
	04.30 PM		District Level Bankers Meeting -All Bank Managers and related officials	LDM / PA(D)	
25.09.2019 Wednesday	10.00 AM	Camp	Inspection and review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)	
	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		
26.09.2019 Thursday	10.00 AM	HQ	Farmers' grievance redressal meeting	PA (Agri)	
	04.00 PM		Review of schemes implemented by the Agricultural Department- JD Agri, DDs & all AOs,		
	04.30 PM		Review of schemes implemented by the Horticultural Department- DD(H), AD(H)) and HOs		
	05.00 PM		ATMA review - All officers concerned		
	05.30 PM		Review of schemes implemented by the Agri. Eng. Dept & Agri business Department - EE(AED)		
	06.00 PM		Review of schemes implemented by TNAU - Professor / head, CRS, Veppanthattai.		
27.09.2019 Friday	10.00 AM	Camp	Cursory Inspection at Veppanthattai Taluk office	PA(G)	
	03.45 PM	HQ	Review of schemes implemented by the Agricultural marketing and Agri business Department - Secretary, Marketing Committee & DD(AB)	PA (Agri)	
	04.00 PM		Review of schemes implemented by Seed certification & organic certification Department - DD(Seed Inspection) & AD(Seed certification)		
	04.15 PM		Review of schemes implemented by the sericulture Department - AD(Sericulture)		
	04.30 PM		Review Of Establishment subjects (Including pending disciplinary cases) in Revenue Unit		PA(G)
	05.00 PM		Review Of Establishment subjects (Including pending disciplinary cases) in RD & PR Unit		PA(D)

28.09.2019 Saturday		HQ	Office works	
29.09.2019 Sunday		HQ	Office works	
30.09.2019 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.	
	02.30 PM		Interview for selection of member for Juvenile Justice Board	DCPO
	03.30 PM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	PA(D)/ CEO
	03.30 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)
	04.00 PM		PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	04.45 PM		Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	05.15 PM		Review of performance of Officers who have been entrusted to ensure the construction of housing works under PMAY- RD Zonal Officers, BDOs(BP) &(VP), Engineers, Overseers, DyBDOs, RIs and other officers concerned	PD, DRDA
05.30 PM	Revenue Zonal Officers Meeting - DRO & all DCs	PA(G)		

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)