

**Tentative Tour Programme of Tmt.V.Santha,IAS., District Collector,
Perambalur for the period from 16.10.2019 to 31.10.2019**

Date	Time	Venue	Programme	Follow up officer
16.10.2019 Wednesday	FN	Camp	MCP – Pudukkottai village in Kunnam Taluk	SDC (SSS)
	03.00 PM	HQ	Subject Teachers review- Head Masters and Subject Teachers	CEO
17.10.2019 Thursday	10.00 AM	Camp	Inspection and review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)
	02.30 PM	HQ	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	
18.10.2019 Friday	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		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, NMS(L), BHSs and HIs	
	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	

19.10.2019 Saturday		HQ	Office works		
20.10.2019 Sunday		HQ	Office works		
21.10.2019 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			Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	PA(D)/ CEO
	04.00 PM			PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	04.30 PM			Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	05.00 PM			Water quality meeting - EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	05.30 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
	06.00 PM			Revenue Zonal Officers Meeting - DRO & all DCs	PA(G)
22.10.2019 Tuesday	10.00 AM	Camp	Cursory Inspection in Kunnam Taluk office	PA(G)	
	04.00 PM	HQ	District Level Joint Forest Management Co-ordination Committee Meeting- DFO and Committee Members	PA(D)	
	05.00 PM		Review of sports facilities - District Sports Officer	PA(D), DSO	
23.10.2019 Wednesday	10.00 AM	Camp	Inspection of Kudimaramathu works and construction of check dams taken up by RD & PR Department	PD, DRDA	
	03.30 PM	HQ	High-level committee meeting on the settlement of audit objections raised in the RD & PR Dept.	AD(P&A)	
	04.00 PM		Review of performance of Co operative department officials- JR(Coop), DR(Coop)& DR(PDS)	PA (Agri.)	
	04.30 PM		District Level Consumer Protection Committee meeting - Concerned Officials & Staffs	DSO	
24.10.2019 Thursday	10.00 AM	HQ	Interview for the selection of beneficiaries for the distribution of two wheelers for Differently abled persons	DDAWO	
	12.00 PM	Camp	Cursory inspection in Veppur Block Office	PA(D)	
	03.30 PM	HQ	Seminar on 'Tamil Mozhi- Aatchi Mozhi'	AD (Tamil Dev. Dept)	
	04.30 PM		Review of Labour Department officials- Labour Officer and Inspector of Labour	PA(D)	

25.10.2019 Friday	10.00 AM	Camp	School visit	CEO
	03.30 PM	HQ	PMEGP – Third District Level Task Force Committee meeting - Concerned Officials & Staffs	GM DIC
	05.00 PM	Camp	Inspection of Dengue prevention activities	DD (HS)
26.10.2019 Saturday		HQ	Office works	
27.10.2019 Sunday		HQ	Deepavali – Public Holiday	
28.10.2019 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		Review of performance of Agricultural Dept. officials – JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)
	04.00 PM		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	04.30 PM		Water quality meeting - EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	05.00 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		Review of RD Zonal Officers	
29.10.2019 Tuesday	10.00 AM	HQ	Special GDP for Differently Aabled Persons	DDAWO
	04.00 PM		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)
30.10.2019 Wednesday	10.00 AM	Camp	Cursory inspection in Perambalur Block Office	PA(D)
	04.00 PM	HQ	Review of Tourism- Tourism officer	
	04.30 PM		Review of schemes executed by the Animal husbandry Department - JD, DD, ADs of Animal Husbandry Dept. and PO(MT)	PA (Agri)
	05.00 PM		Review of Aavin and Dairy Development – GM(Aavin) & DR(Dairy)	
31.10.2019 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.	

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)*