

**Tentative Tour Programme of Tmt.V.Santha,IAS., District Collector,
Perambalur for the period from 16.03.2020 to 31.03.2020**

Date	Time	Venue	Programme	Follow up officer
16.03.2020 Monday	10.00 AM	HQ	Review of pending GD / CM Cell / etc Petitions - all HODs, Tahsildars, BDOs, MC & EOs(TP)	SDC (SSS)
	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(P&A)
	04.30 PM		Water quality meeting - EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	04.45 PM		Plastic free activities - Officers concerned	
	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		RD Zonal Officers Meeting	
17.03.2020 Tuesday	07.30 AM	Camp	Inspection of Municipal works-MC & ME	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)	
	03.30 PM	Camp	Hostel visit	DBCWO/ DADWO
18.03.2020 Wednesday	10.00 AM	Camp	MCP - Thondamandurai(W) village in Veppanthattai Taluk	SDC (SSS)
	04.00 PM	HQ	Review of schemes executed by the Animal husbandry Department - JD, DD, ADs of Animal Husbandry Dept.	PA (Agri)
	04.30 PM		Review of Aavin and Dairy Development - GM(Aavin) & DR(Dairy)	
19.03.2020 Thursday	09.00 AM	Camp	Inauguration of sports meet for Government employees	DSO
	10.30 AM		School visit	CEO
	02.30 PM	HQ	High risk referral review -JD(HS), DD(HS), CeMONC Chief, PHC Doctors, SHNs and CHNs	JD(HS) & 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	

20.03.2020 Friday	10.30 AM	Camp	PHCs visit	DD(HS)
	04.00 PM	HQ	Inspection and review of sports facilities - DSO,& AEE(RD)	DSO PA(D)
	04.30 PM		Review of Tourism - Tourism officer	
	05.00 PM		Convergence meeting on ODF sustainability- Officers concerned	PD,DRDA
21.03.2020 Saturday		HQ	Office works	
22.03.2020 Sunday		HQ	Office works	
23.03.2020 Monday	10.00 AM	HQ	Review of pending GD / CM Cell / etc Petitions - all HODs, Tahsildars, BDOs, MC & EOs(TP)	SDC (SSS)
	10.30 AM		Receiving Grievance Day Petitions.	
	03.30 PM		Review of Education Department officials - CEO, DEOs, ADPCs and PAs to CEO	CEO
	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)	
	04.45 PM		Plastic free activities - Officers concerned	
	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 Revenue Zonal Officers	PA(G)
24.03.2020 Tuesday	10.00 AM	Camp	Inspection of works being executed by RD and PR Dept	PD,DRDA
	04.00 PM	HQ	Review of TNSRLM & TNULM meeting - PD,TNSRLM, JR(Coop), APOs, MC, All EOs(TP) and the respective field level staff	PD, TNSRLM
	04.30 PM		District Level Bankers Meeting -All Bank Managers and related officials	LDM / PA(D)
25.03.2020 Wednesday		HQ	Telugu New Year's Day - Public holiday - Office works	
26.03.2020 Thursday	10.00 AM	HQ	Farmers' grievance redressal meeting	PA (Agri)
	03.30 PM		Review of performance of Co operative department officials- JR(Coop), DR(Coop)& DR(PDS)	
	04.30 PM		Review of performance of PACB Secretaries - JR(Coop), DR(Coop), DR(PDS) and PACB Secretaries	
27.03.2020 Friday	10.00 AM	HQ	Special GDP for Ex-servicemen and their families	PA(G)
	11.00 AM	Camp	Annual inspection in Perambalur Taluk office	
	03.30 PM	HQ	Review of schemes implemented by the Agricultural Department- JD Agri, DDs & all AOs,	PA (Agri.)
	04.00 PM		Review of schemes implemented by the Horticultural Department- DD(H), AD(H)) and HOs	
	04.30 PM		ATMA review - All officers concerned	
	05.00 PM		Review of schemes implemented by the Agri. Eng. Dept & Agri business Department - EE(AED)	

	05.30 PM		Review of schemes implemented by TNAU - Professor / head, CRS, Veppanthattai.	
	05.45 PM		Review of schemes implemented by HR & CE Depts.	AC, HR & CE
28.03.2020 Saturday		HQ	Office works	
29.03.2020 Sunday		HQ	Office works	
30.03.2020 Monday	10.00 AM	HQ	Review of pending GD / CM Cell / etc Petitions - all HODs, Tahsildars, BDOs, MC & EOs(TP)	SDC (SSS)
	10.30 AM		Receiving Grievance Day Petitions.	
	03.30 PM		PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	04.00 PM		Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(P&A)
	04.30 PM		Water quality meeting - EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	05.00 PM		Plastic free activities - Officers concerned	
	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
	05.45 PM		RD Zonal Officers Meeting	
31.03.2020 Tuesday	FN	HQ	Office works	
	03.00 PM		Celebration of world consumer rights day	DSO
	04.00 PM		Review of Labour Department officials - Labour Officer and Inspector of Labour	PA(D)
	04.30 PM		Review of Social Welfare and Social Defence Departments, etc., - DSWO, DCPO,PO	

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)