

**Tentative Tour Programme of Thiru.Amar Kushawha, I.A.S., District Collector, Tirupathur District
for the month of September -2021**

Date & Day	Time	Place	Programme	Subject	Organiser	Officers Concerned
01.09.2021 WEDNESDAY	10.00 AM	Field Inspections				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	Tourism	Monthly Review Meeting	Tourism Officer	DRO, DFO, PD-DRDA, RDMA, SUB COLL, RDO, AD(P), Dist Sports Off, EE PWD(B&C), JC and AC(HR&CE), AD(T.P)
	04.00 PM		Vigilance & Anti Corruption Department Meeting	Committee Meeting	ICO	ICO, Deputy ICO, Ins of Vigilance
	04.30 PM		Weekly Covid -related discussion meeting	Weekly Review Meeting	PA to DDHS	SP, DRO, PD-DRDA, PO-MT, SUB COLLR, RDO, PA(G), All DSP's, DDHS, All DY COLLR's, ALL CMO's, All Tahr, All Commr, ALL BMO's, All BDO's, All Eo's
	05.00 PM		Environment & Forest Department Review Meeting	Review Meeting	PO-TW	SP, DRO, DFO, APA(L) , SUB COLLR, RDO, AD(P) JD-AGRI, FIRE OFFICER & CONCERN RELATED OFFICIALS.
	05.30 PM		Visitors/Files Etc.			
02.09.2021 THURSDAY	10.00 AM	Field Inspections				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	Weekly Agriculture, Horticulture, Agri Engineering and Marketing Meeting & others	Weekly Review Meeting	PA-Agri	DRO -Sugar mill, JD – Agri, PA – Agri, DD – Agri, DD-Hroti, ALL ADs of Agri & Horticulture, AGRI. ENGG, RJD-AH, DR-Dariy, GM-AVIN, AD-Seri, & AD (Fis).
	04.00 PM		EXCISE REVIEW MEETING	Weekly Review Meeting	AC Excise Supert	AC -EXCISE P & EW Wing of police MHS.
	05.00 PM		HR & CE Department Review Meeting	Monthly Review Meeting	EO(TPT)	JC, AC, EO's, Audit Inspector's & Concerned Related Officials.
	05.30 PM	Visitors/Files Etc.				
03.09.2021 FRIDAY	10.00 AM	Field Inspections				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	NRHM and PHC performance Review, Maternal death audit and District Health society executive committee meeting	Monthly Review Meeting	DDHS	JD MEDICAL, DEAN-GVMCH, DLPU, DD HEALTH, DD FAMILY WELFARE, DD AIDS CONTROL, DD TB CONTROL AND LINE DEPT
	04.00 PM		PWD(Buildngs), PWD(WRO), PWD(Medicals), PWD(Technical Education), PWD (Elec.) Work progress review meeting.	Monthly Review Meeting	AE- PWD Medicals	EEs, AEEs AEs of PWD wings, APA (Land) Concern related officials
	05.00 PM		Mines & Minerals Meeting	Monthly Review Meeting	MHS	AD MINES , EE-WRO, DSPs, Sub Collr, RDO, MHS, AD Survey & AD-P
05.30 PM	Visitors/Files Etc.					

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04.09.2021 SATURDAY	Inspection & Office work/ Urgent Works					
05.09.2021 SUNDAY	Urgent Works					
06.09.2021 MONDAY	10.00 AM	Field Inspection				
	12.00 PM	Enquiry				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	Animal Husbandry Department Review Meeting	Monthly Review Meeting	AD(AH)	RJD(AHD), DD(AHD), AD(AHD), All Assistant Surgeon Animal Husbandary
	04.00PM		Weekly Civil Supplies Meeting	Weekly Review Meeting	PA to DSO	DRO, JR-CS, DR - PDS, DR - CS, DSO, RM-TNCSC & SO - KARPAGAM, BMs - Karpagam
	05.00 PM		SSS Tahsildar Review Meeting	Weekly Review Meeting	F-sec Suprnt	SDC(SSS), All SSS Tahsildars
	05.30 PM	Visitors/Files Etc.				
07.09.2021 TUESDAY	10.00 AM	Field Inspection				
	03.00 AM	HEADQUARTERS (CENTRAL HALL)	Municipalities Schemes/work progress/overall review meeting	Monthly Review Meeting	Commr JPT	RDMA,All Commissioners
	04.00 PM		Town Panchayat Schemes/ work progress/overall review meeting	Monthly Review Meeting	EO- AGM	AD(TP), All Eo's
	05.30 PM	Visitors/Files Etc.				
08.09.2021 (WEDNESDAY)	10.00 AM	Field Inspections				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	20 POINT PROGRAMME MONTHLY REVIEW MEETING & DBCWO OFFICER'S REVIEW & DADWO OFFICER'S REVIEW DDRO, DSWO, DM-THADCO REVIEW MEETING AND PA -PD PLAN REVIEW MEETING & TAMILNADU RURAL TRANSFORMATION PROJECT (TNRTP) - MEETING	Monthly Review Meeting	PA – PD,	PD – DRDA, DFO, PO - MT AD – TP, TWAD, RDMA, All COMMRS, All EO's BDOs, AD, DD & JD – AGRICULTURE, AD - & DD – HORTICULTURE DSWO DADWO DBCWO EE PWD – BUILDINGS & Concerned Related Officials
	04.00 PM		Weekly Covid -related discussion meeting	Weekly Review Meeting	DDHS	SP, DRO, PD-DRDA, PO-MT, SUB COLLR, RDO, PA(G),DSP's, DDHS,All DY COLLR's, ALL CMO's, All Tahr, All Commr, ALL BMO's, All Eo's, All BDO's
	05.30 PM	Visitors/Files Etc.				

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09.09.2021 THURSDAY	10.00 AM	Field Inspections				
	11.00 AM	HEADQUARTERS (CENTRAL HALL)	GM – DIC SINGLE WINDOW CLEARANCE MONTHLY MEETING	Monthly Review Meeting	GM-DIC	JD - Industrial Safety, GM – DIC LDM, PO – MT & Concerned related Officials
	12.00 AM		INDUSTRIAL DEPT/POLLUTION CONTROL BOARD	Monthly Review Meeting	DE- Pollution	GM (DIC), ASST Commissioner of Labour, LDM ,DE, AEE, AE of pollution Control
	01.00 PM		All Roads (NH) , SH-Construction & Maintenance, Nabard, RR Project	Monthly Review Meeting	AD(S.H) TPT	EE/DE, APA (L), AEE, AD, AE's and Concerned Officials
	03.00 PM		Weekly Agriculture, Horticulture, Agri Engineering and Marketing Meeting	Review of Agriculture Schemes	PA-Agri	DRO -Sugar mill, JD – Agri, PA – Agri, DD – Agri, DD-Hroti, ALL ADs of Agri & Horticulture, AGRI. ENGG, RJD-AH, DR-Dariy, GM-AVIN, AD-Seri, & AD (Fis).
	04.00 PM		EXCISE REVIEW MEETING	-	AC Excise Supert	AC -EXCISE P & EW Wing of police MHS.
	05.30 PM		Visitors/Files Etc.			
10.09.2021 FRIDAY	Vinayagar Sathurthi/ Urgent Works					
11.09.2021 SATURDAY	Inspection & Office work/ Urgent Works					
12.09.2021 SUNDAY	Urgent Works					
13.09.2021 MONDAY	10.00 AM	Field Inspection				
	12.00 PM	Enquiry				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	School Education / College Education Meeting	Monthly Review Meeting	PA to CEO	CEO, DEOs,BEO's & Inspectors
	03.30 PM		BCW / ADW / TW/ Hostels Meeting	Monthly Review Meeting	DADWO-Supert	DRO,SUB COLLECTORS, RDO, DADWO, DBCWO, PO(TW).
	04.00 PM		Civil Supplies Meeting	Weekly Review Meeting	PA to DSO	DRO, JR-CS, DR - PDS, DR - CS, DSO, RM-TNCSC & SO - KARPAGAM, BMs - Karpagam
04.30 PM	SSS Tahsildar Review Meeting		Weekly Review Meeting	F -sec supnt	DRO,SDC(SSS), All SSS Tahsildars	
	05.30 PM	Visitors/Files Etc.				
14.09.2021 TUESDAY	10.00 AM	Field Inspection				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	Weekly JJM / UGSS/ Drinking water supply/ Cleanliness / Drainage/ Soild waste management etc. Meeting	Weekly Review Meeting	Commr-TPT	PD-DRDA, AD(P), EE(RD), RDMA, All BDO's (VP), All Municipal Commrs, EE's - TWAD (UGD), EE - TWAD (Water supply), AD(TP), All EO's & Concern related officials
	04.00 PM		Rural Development All Scheme meeting	Monthly Review Meeting	DRDA Supert	PD-DRDA, All AD's, All BDO's, EE, AEE's, AE's
		05.30 PM	Visitors/Files Etc.			

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15.09.2021 WEDNESDAY	10.00 AM	HEADQUARTERS (CENTRAL HALL)	DRA Review meeting	Monthly Review Meeting	HS (G)	DRO, PA(G), SUB COLLR, RDO, ALL DC's, ALL TAHR, ALL SSS TAHR,
	12.00 PM		Law & Order	Monthly Review Meeting	MHS	SP, DRO, Sub Collector, All DSPs, RDO, NHAI, Highways, All Tahrs, All Municipal Commrs, AD-Mines AC-Excise, PA-PD, RTO, HR & CE and other officers as decided by MHS based on the Agenda.
	04.00 PM		Road Safety Meeting	Monthly Review Meeting	MHS	SP, DRO, SUB COLLR, PA(G), RDO, MHS, All Traffic Inspector, NH, SH-DE's
	05.30 PM		Covid -related discussion meeting	Weekly Review Meeting	DDHS	SP, DRO, PD-DRDA, PO-MT, SUB COLLR, RDO, PA(G), DSP's, DDHS, All DY COLLR's, ALL CMO's, All Tahr, All Commr, ALL BMO's, All Eo's, All BDO's
		Visitors/Files Etc.				

Note: Organiser Should Prepare Agenda of the Meeting and Handed Over to the District Collector Before One hour Meeting Will Commence.
Preparing Meeting Minutes and Action Taken.