

Tentative Tour Programme of Thiru.Amar Kushawha, I.A.S., District Collector, Tirupathur District for the month of November -2021						
Date & Day	Time	Place	Programme	Subject	Organiser	Officers Concerned
08.11.2021 MONDAY	10.00 AM			GDP		
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	DLMC	Quterly Committee Meeting	PA - Agri	Committee Members
	04.00PM	HEADQUARTERS (CENTRAL HALL)	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	HEADQUARTERS (CENTRAL HALL)	SSS Tahsildar Review Meeting	Weekly Review Meeting	F-sec Suprnt	SDC(SSS), All SSS Tahsildars
	05.30 PM			Visitors/Files Etc.		
09.11.2021 TUESDAY	10.00AM			Field Inspection		
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	School Education / College Education Meeting	Monthly Review Meeting	PA to CEO	CEO, DEOs,BEO's & Inspectors
	04.00 PM		BCW / ADW / TW/ Hostels Meeting	Monthly Review Meeting	DADWO-Supert	DRO,SUB COLLECTORS, RDO, DADWO, DBCWO, PO(TW).
	05.30 PM			Visitors/Files Etc.		
10.11.2021 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		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
	04.30 PM			Gun License Enquiry		
	05.30 PM			Visitors/Files Etc.		
	11.11.2021 THURSDAY	10.00 AM			Field Inspections	
03.00 PM		HEADQUARTERS (CENTRAL HALL)	Weekly Agricultrue, 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-Dairy, GM-AVIN, AD-Seri, & AD (Fis).
03.30 PM			DFMC Committee Meeting	Quterly Committee Meeting	PA-Agri	JD-AGRI,DD-AB,DD-H,AGM NABARD, and Committee Members.
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.		
		10.00 AM	HEADQUARTERS (GDP HALL)	Agri Grivence Review Meeting	Monthly Review Meeting	PA-AGRI
	03.00 PM		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

Date & Day	Time	Place	Programme	Subject	Organiser	Officers Concerned
12.11.2021 FRIDAY	04.00 PM	HEADQUARTERS (CENTRAL HALL)	PWD(Buildngs), PWD(WRO), PWD(Medicals), PWD(Technical Education), PWD (Elec.) Work progress review	Monthly Review Meeting	AE- PWD Medicals	EEs, AEEs AEs of PWD wings, APA (Land) Concern related officials
	04.30 PM		Abandoned Queries Review Meeting	Review Meeting	MHS	PD-DRDA, AD MINES, EE- WRO, EE- TWAD, BDO(NAT), EO(NAT), TAHR(NAT), TAHR(VBD), TAHR(AMB), BDO(PBT), DE(Highways).
	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.				
13.11.2021 SATURDAY	Inspection & Office work/ Urgent Works					
14.11.2021 SUNDAY	Urgent Works					
15.11.2021 MONDAY	10.00 AM	GDP				
	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.				
16.11.2021 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.				
17.11.2021 (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

Date & Day	Time	Place	Programme	Subject	Organiser	Officers Concerned
	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.				
18.11.2021 THURSDAY	10.00 AM	Field Inspections				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	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-Dairy, GM-AVIN, AD-Seri, & AD (Fis).
	03.30 PM		District Level Technical Committee Meeting	Review Meeting	PA-Agri	DRO(Sugar Mill), JDA,DD(H), RJD(AH), AD(fisheries), LDM and Concerned Officials.
	04.00 PM		Adi dravidar Welfare Committee Meeting	Quterly Committee Meeting	AC Excise Supert	PD-DRDA, Sub Collr, RDO,DADWO,DM(TAHDCO) and Committee Members
	05.30 PM	Visitors/Files Etc.				
19.11.2021 FRIDAY	03.00 PM	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
	04.00 PM		INDUSTRIAL DEPT/POLLUTION CONTROL BOARD	Monthly Review Meeting	DE- Pollution	GM (DIC), ASST Commissioner of Labour, LDM ,DE, AEE, AE of pollution Control
	05.00PM		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
	05.30 PM	Visitors/Files Etc.				
20.11.2021 SATURDAY	Inspection & Office work/ Urgent Works					
21.11.2021 SUNDAY	Urgent Works					
22.11.2021 MONDAY	10.00 AM	GDP				
	04.00 PM	HEADQUARTERS (CENTRAL HALL)	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 suprnt	DRO,SDC(SSS), All SSS Tahsildars
	05.30 PM	Visitors/Files Etc.				

Date & Day	Time	Place	Programme	Subject	Organiser	Officers Concerned
23.11.2021 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.				
24.11.2021 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
			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.				
25.11.2021 THURSDAY	10.00 AM	Field Inspection				
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	Weekly Agricultrue, Horticulture, Agri Engineering and Marketting 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	HEADQUARTERS (CENTRAL HALL)	EXCISE REVIEW MEETING	Weekly Review Meeting	AC Excise Supert	AC -EXCISE P & EW Wing of police MHS.
	05.00 PM	HEADQUARTERS (CENTRAL HALL)	District Level Bankers committee Meeting	Monthly Committee Meeting	LDM	PD- DRDA, PO (MT), ZM- IB,DDM (Nabard), AGM-RBI, DM (TAHDCO), GM (DIC), DADWO, DBCWO, ACL(SSS) & (Enf), ALL Bankers
	05.30 PM	Visitors/Files Etc.				

Date & Day	Time	Place	Programme	Subject	Organiser	Officers Concerned	
26.11.2021 FRIDAY	11.00 AM	HEADQUARTERS (CENTRAL HALL)	G.O.540 & Eviction of Encroachment District Level Steering Committee Meeting	Monthly Review Meeting	APA(L)	DRO, SUB COLLR, RDO, PA(G), AD(P), All Tahr's, All Bdo's, All Commr's, EE PWD(WRO), All Eo's ALL ZDT's	
	12.00 PM	HEADQUARTERS (CENTRAL HALL)	Meeting related to High Court/Supreme Court Cases	Monthly Review Meeting	APA(L)	All Department Related Officials	
	03.00 PM	HEADQUARTERS (CENTRAL HALL)	Audit and Accounts meeting/Treasuries	Monthly Review Meeting	PA Accounts	DRO, SUB COLLR, RDO, PA(G), APA(L), All Tahr's	
	04.00 PM	HEADQUARTERS (CENTRAL HALL)	All Head Assistants Meeting	Monthly Review Meeting	HS(G)	DRO, PA(G), All DC's, All Head Assistant	
	05.30 PM	Visitors/Files Etc.					
27.11.2021 SATURDAY	Inspection & Office work/ Urgent Works						
28.11.2021 SUNDAY	Urgent Works						
29.11.2021 MONDAY	10.00 AM	GDP					
	04.00 PM	HEADQUARTERS (CENTRAL HALL)	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	HEADQUARTERS (CENTRAL HALL)	SSS Tahsildar Review Meeting	Weekly Review Meeting	F-sec Suprnt	SDC(SSS), All SSS Tahsildars	
	05.30 PM	Visitors/Files Etc.					
30.11.2021 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	EO-ALG	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	HEADQUARTERS (CENTRAL HALL)	Road's Review Meeting	Weekly Review Meeting	DRDA-Suprnt	PD-DRDA, AD(P), EE(RD), RDMA, AEE's(RD), All Municipal Commrs, AD(TP), All EO's & Concern related officials	
	05.00 PM	HEADQUARTERS (CENTRAL HALL)	Forest Patta Review Meeting	Review Meeting	PA - SC	SP, DRO, DFO, APA(L) , SUB COLLR, RDO, PO (T.W), AD(P) JD-AGRI, FIRE OFFICER & CONCERN RELATED OFFICIALS.	
	05.30 PM	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.							