

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 16.09.2017 to 30.09.2017**

Date	Time	Venue	Programme	Follow up officer
16.09.2017 Saturday	10.00 AM	HQ	Office works	
	03.30 PM	Camp	Inspection of IHHL and works carried out by RD and PR Dept.	PD,DRDA EE(RD)
17.09.2017 Sunday		HQ	Office works	
18.09.2017 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		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R – APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	AD(Pt&A)
	04.00 PM		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	
	04.30 PM		Water quality meeting – EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	05.00 PM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	CEO
	05.30 PM		Review of RD Zonal Officers	PD, DRDA
19.09.2017 Tuesday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	03.00 PM	HQ	MT review meeting – PO(MT), JR(Coop), APOs(MT), and the respective field level staff	PO (MT)
	05.30 PM		District Level Bankers Meeting –All Bank Managers and related officials	LDM / PA(D)
20.09.2017 Wednesday	10.00 AM	Camp	Alathur Taluk office cursory inspection	HS(G)
	04.00 PM	HQ	Review of Social security schemes of DDAWO, Tahsildars (SSS) and LO(SSS) – DDAWO, Tahsildars (SSS), LO(SSS), LDM and PO(MT)	SDC(SSS)
21.09.2017 Thursday	10.00 AM	HQ	Review of e-Governance new initiatives – eDM, NIC-DIO & other stakeholders	eDM
	10.30 AM		Review of e-Governance Project and Computerization of Land Records – RDO, eDM, BM ELCOT, NIC-DIO, AD(Survey), Tahsildars & HSs	PA(G)
	11.00 AM		Survey review - DRO, RDO, AD(Survey), Tahsildars, eDM & HSs	
	11.30 AM		DRA Meeting – Review of PAs, RDO, Tahsildars, HAS & HQDTs	

	12.30 PM		Review of Long pending files: All individual files has to be reviewed	
	03.00 PM		Review of performance of BC &MBC hostel wardens-DRO, all DCs, EE(C&M), EE(RD), AD(P&A), AE(Electrical) & Wardens	DBCWO
	04.00 PM		Review of performance of ADW hostel wardens-DRO, All DCs, EE(TAHDCO), EE(RD), AD(P&A) & Wardens	DADWO
	05.00 PM		Review of schemes implemented by DBCWO - JR(COOP) & DBCWO	DBCWO
	05.30 PM		Review of schemes implemented by DADWO - DADWO & EE(TAHDCO)	DADWO
22.09.2017 Friday	10.00 AM	HQ	Farmers' grievance redressal meeting	PA(Agri.)
	03.30 PM		Review of schemes executed by the Animal husbandry Department - JD, DD, ADs of Animal Husbandry Dept. & VASs and PO(MT)	
	05.00 PM		Review of Aavin and Dairy Development - GM(Aavin) & DR(Dairy)	
23.09.2017 Saturday		HQ	Office works	
24.09.2017 Sunday		HQ	Office works	
25.09.2017 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.	
	03.00 PM		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R - APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	AD(Pt&A)
	03.30 PM		Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	
	04.00 PM		PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	05.00 PM		Review of performance of Agricultural Dept. officials - JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)
	05.30 PM		Revenue Zonal Officers Meeting - DRO & all DCs	PA(G)
26.09.2017 Tuesday	10.00 AM	HQ	Office works	
	03.30 PM		Review of schemes implemented by Employment and Training Department - District Employment Officer and Principals (ITI)	PA(D)
	04.30 PM		Review of performance of DM, TNSTC and RTO - EE(RD) & DE(C&M) to attend	

27.09.2017 Wednesday	10.00 AM	Camp	MCP –Kadur village in Kunnam Taluk	SDC(SSS)
	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	
28.09.2017 Thursday	10.00 AM	Camp	PHCs visit	DD(HS)
	04.30 PM	HQ	Inspection and review of sports facilities - DSO, AEE(PWD) & AEE(RD)	DSO
	05.30 PM		Review of Tourism - Tourism officer	PA(D)
29.09.2017 Friday		HQ	Ayutha Pooja Government Holiday – Office Works	
30.09.2017 Saturday		HQ	Vijaya Dasami Government Holiday – Office Works	

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)*