

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the the period 16.11.2017 to 30.11.2017**

Date	Time	Venue	Programme	Follow up officer
16.11.2017 Thursday		HQ	Office works	
	03.30 PM	GHQH	Government Headquarters Hospital inspection cum review	Host. supt. & PA(D)
17.11.2017 Friday	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. - EE(AED)	
	06.00 PM		Review of performance of Agricultural Dept. officials – JD(Agri), DD(Horti), EE(AED) and DD(AB)	
18.11.2017 Saturday		HQ	Office works	
19.11.2017 Sunday		HQ	Office works	
20.11.2017 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
	04.30 PM		Revenue Zonal Officers Meeting – DRO & all DCs	PA(G)
21.11.2017 Tuesday	10.00 AM	HQ	Review of performance of BC &MBC hostel wardens- DRO, all DCs, EE(C&M), EE(RD), AD(P&A), AE(Electrical) & Wardens	DBCWO
	11.00 AM		Review of performance of ADW hostel wardens- DRO, All DCs, EE(TAHDCO), EE(RD), AD(P&A) & Wardens	DADWO

	12.00 PM		Review of schemes implemented by DBCWO - JR(COOP) & DBCWO	DBCWO
	12.30 PM		Review of schemes implemented by DADWO - DADWO & EE(TAHDCO)	DADWO
	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	
22.11.2017 Wednesday	10.00 AM	Camp	MCP –Malaiyalapatti village in Veppanthattai Taluk	SDC(SSS)
	FN	HQ	Office works	
23.11.2017 Thursday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	03.30 PM		PHCs visit	DD(HS)
24.11.2017 Friday	10.00 AM	Camp	Kunnam 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)
	05.00 PM		Review of performance of Co operative department officials- JR(Coop), DR(Coop)& DR(PDS)	PA (Agri.)
25.11.2017 Saturday		HQ	Office works	
26.11.2017 Sunday		HQ	Office works	
27.11.2017 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		Review of RD Zonal Officers	PD, DRDA
	04.45 PM		Review of RBSK & dental doctors - DD(HS), CEO and RBSK dental Doctors	CEO / PA(D)
	05.15 PM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	

28.11.2017 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)	
	02.30 PM		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	
	04.30 PM		Review of 108 Ambulance performance -108 District coordinator	
	05.00 PM		District Level Bankers Meeting – All Bank Managers and related officials	LDM/ PA(D)
29.11.2017 Wednesday		HQ	Office works	
30.11.2017 Thursday	10.00 AM	Camp	Inspection of works carried out by RD and PR Dept	EE(RD)
	03.00 PM	HQ	Cursory inspection in the office of DADWO	PA(G)
	05.00 PM		Cursory inspection in the office of DBCWO	

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)