

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 16.07.2017 to 31.07.2017**

Date	Time	Venue	Programme	Follow up officer	
16.07.2017 Sunday		HQ	Office works		
17.07.2017 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	HQ	Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R - APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), DD(TAWDEVA) & AD(Pt&A)	AD(Pt&A)	
	03.30 PM		Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)		
	04.00 PM	HQ	PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO	
	04.45 PM	HQ	Review of performance of Agricultural Dept. officials - JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)	
	05.30 PM	HQ	Review of performance of Assistant Director of Town & Country Planning, Perambalur and Local Planning Authority	AD(P&A)	
18.07.2017 Tuesday	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 on Law and Order - SP, RDO, DSPs, Tahsildars and Police Inspectors		
	04.00 PM		Road Safety Committee Meeting - SP, RDO, DSPs, RTO, DE(H), DE(NH), EE(RD), Tahsildars, Police Inspectors, BM, TNSTC and other stakeholders		
	04.45 PM		District Level Steering Committee meeting - SP, DRO, PA(G), DFO, Tahsildars, AD Survey, DSP, DE Highways, EE WRO PWD, AC HR&CE, AD Pt, JD Animal Husbandry, Municipal Commissioner, AD TP, EOs Town Panchayats.		
	05.30 PM		Review on Geology and Mining TFC meeting - SP, RDO, DSPs, Tahsildars and Police Inspectors		DD (Mines)

19.07.2017 Wednesday	10.00 AM	Camp	Inspection and review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)
	03.00 PM	HQ	Review of performance of Anganwadi centers - DD(Health), DSO, RM(TNCSC), PO(ICDS), AD(P&A), EE(RD), Mun. Engineer, AEE of Town Pts. CDPOs, Supervisors Gr. I & Gr.II, Egg supplier and 6 workers from each Block	PO(ICDS)
	04.30 PM		Review of implementation of Noon Meal Program- PA(NMP), DSO, RM(TNCSC), EE(RD), all AD level officers, Dy.BDOs(NMP), Egg supplier and 6 organizers from each Block.	PA(NMP)
20.07.2017 Thursday	10.00 AM	Camp	Alathur Block office inspection	HS(D)
	02.30 PM	HQ	Civic amenities coordination Meeting -DD(HS), EE(RD), AEE(M), MC, PRO(EB), PHC Mos	DD(H) / PA(D)
	03.00 PM		NCD review - JD(HS), DD(HS), DPO, PHC Mos and NCD Staff nurses, CeMONC Chief	
	03.45 PM		Review of District Mental Health Program - JD(HS), DD(HS) and Mental Health Doctor & team -	
	04.00 PM		Review of Health Inspectors including TB / Leprosy- JD(HS), DD(HS), DD(TB) DD(leprosy), PHC MOs, NMS(L), BHSs and His	
	04.30 PM		PMOAs review -JD(HS), DD(HS), HOD(Ophthal), all ophthamalogists, PHC MOs and PMOAs	
	05.00 PM		MMU / ASI / regular review including HSC coverage -JD(HS), DD(HS), MMU Mos, PHC Mos and VHNS	
	05.30 PM		TANSACS review - JD(HS), DD(HS), DPM, ART MOs, Counsellors and DAPCU staff	
21.07.2017 Friday	10.00 AM	HQ	Review of schemes implemented by the Horticultural Department- DD(H), AD(H)) and HOs	PA (Agri)
	11.00 AM		Farmers' grievance redressal meeting	
	04.00 PM		Review of schemes implemented by the Agricultural Department- JD Agri, DDs & all AOs,	
	05.00 PM		ATMA review - All officers concerned	
	05.30 PM		Review of schemes implemented by the Agri. Eng. Dept. - EE(AED)	
22.07.2017 Saturday		HQ	Office works	
23.07.2017 Sunday		HQ	Office works	
24.07.2017 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), DD(TAWDEVA) & AD(Pt&A)	
	03.30 PM	Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)		

	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 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	
	05.45 PM		Review of RD Zonal Officers	PD, DRDA
25.07.2017 Tuesday	10.00 AM	HQ	Office works	
	03.00 PM		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)
26.07.2017 Wednesday	10.00 AM	Camp	Kunnam Taluk office 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)
27.07.2017 Thursday	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	GHQH	Government Headquarters Hospital inspection cum review	Host. supt. & PA(D)
28.07.2017 Friday	10.00 AM	HQ	Office works	
	04.30 PM		Inspection and review of sports facilities - DSO, AEE(PWD) & AEE(RD)	DSO
	05.30 PM		Review of Tourism - Tourism officer	PA(D)
29.07.2017 Saturday		HQ	Office works	
30.07.2017 Sunday		HQ	Office works	
31.07.2017 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), DD(TAWDEVA) & AD(Pt&A)	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)

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)*