

Tentative Tour Programme of Thiru.K.Nanthakumar,I.A.S., District Collector, Perambalur for the month of June-2017

Date	Time	Venue	Programme	Follow up officer
01.06.2017 Thursday	10.00 AM	HQ	Office works	
	03.30 PM	GHQH	Government Headquarters Hospital inspection cum review	Hospt. supt. & PA(D)
02.06.2017 Friday	10.00 AM	HQ	Office works	
03.06.2017 Saturday	10.00 AM	HQ	Office works	
	04.00 PM		Review of Meeting minutes / Inspection Notes / DO Letters	PCs
04.06.2017 Sunday		HQ	Office works	
05.06.2017 Monday	10.00 AM	HQ	Coordination meeting regarding desilting of channels & water bodies, removing of silt, Kudimaramath, Watershed works, Checkdam M&R works - AD(Pt&A), PA(Agri), AEE (WRO) & DD(TAWDEVA)	AD(Pt&A)
	10.30 AM		Receiving Grievance Day Petitions.	SDC (SSS)
	12.00 PM		Review of replies sent to the GD petitioners - Concerned HOD and selected Petitioners	
	03.30 PM		PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	04.00 PM		Water supply co-ordination meeting - EEs(TWAD), RD Zonal officers & MC	AD(P&A)
	04.30 PM		1 st Review of Education Department officials - CEO, CEO(SSA), DEO, DEEO, ADPCs, AEEOs, DLO, few HMs and all Block SSA coordinators & BRTs	CEO / PA(D)
06.06.2017 Tuesday	10.00 AM	HQ	Review of pending GD / CM Cell / etc Petitions - all HODs, Tahsildars, BDOs, MC & EOs(TP)	SDC(SSS)
	10.45 AM		Review of redressal of complaints received through Toll Free No.1800 425 4556	
	11.00 AM		Inter departmental Coordination meeting- all HODs	PA(G)
	11.15 AM		Pending High court cases and Subordinate court civil cases review - all HODs	
	11.45 AM		District level convergence committee meeting - all HODs	PO(MT) / DPM(PVP)
	12.00 PM		Review of civil works and M & R works done by PWD(Buildings) - all HODs	PA(D)
	12.30 PM		Review of special schemes - Concerned HODs	
	12.45 PM		District Level Steering Committee Meeting on eviction of encroachments - Concerned HODs	APA(Land)
	01.00 PM		Review of works taken up under SBGF - Concerned HODs	Secretary, District
	01.15 PM		Meeting on perspective planning of Alathur / Veppur blocks - Concerned HODs	Panchayat
	01.30 PM		Master Plan Complex society meeting	PA(D)

	04.00 PM		Review of Social Welfare and Social Defense Departments, etc.,- DSWO, PO(ICDS), PO(ICPS)	
	05.00 PM		Review of performance of DM, TNSTC and RTO - EE(RD) & DE(C&M) to attend	
	05.30 PM		Review of Higher Education Institutions- JD(College Education), JD(ITI) and Principals of Colleges, Polytechnic and ITIs)	
	06.00 PM		Co ordination meeting for Education Loan mela - LDM and eDM	PD,DRDA
	06.30 PM		Review of Establishment subjects in Revenue Unit- PA(G) &HS(G)	PA(G)
	07.00 PM		Review of Establishment subjects in RD & PR Unit - PA(D) &HS(D)	PA(D)
07.06.2017 Wednesday	10.00 AM	Camp	School visit	CEO
	03.30 PM	HQ	Review of schemes executed by the Animal husbandry Department - JD, DD, ADs of Animal Husbandry Dept. & VASs and PO(MT) & DPM(PVP)	PA(Agri.)
	05.00 PM		Review of Aavin and Dairy Development - GM(Aavin) & DR(Dairy)	
	05.30 PM		Review of schemes of Fisheries Department - AD(Fisheries)	
08.06.2017 Thursday	07.00 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)	
	12.30 PM		Review of performance of Libraries - CEO and DLO	PA(D)
	02.30 PM		High risk referral review -JD(HS), DD(HS), CeMONC Chief, PHC Doctors, VHNS,SHNs and CHNs	DD(HS) / PA(D)
	03.00 PM		Maternal death audit -JD(HS), DD(HS), CeMONC Chief, PHC Doctors, VHNS, 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, VHNS,SHNs,CHNs and parents of infant	
	04.00 PM		VHN / Family welfare review -JD(HS), DD(HS), DD(FW), CeMONC Chief, PHC Doctors, VHNS,SHNs,CHNs and FW Counselors	
	05.45 PM		Review of 108 Ambulance performance -108 District coordinator	
	06.00 PM		NRHM review -JD(HS), DD(HS), Block PHC MOs	
09.06.2017 Friday	10.00 AM	HQ	10 th /12 th Subject Teachers review - Subject Teachers	CEO
	03.30 PM		Review of civil works taken up under VP, PU and DP General fund and the works taken up through AD(Pts) & PA(NMP)-EE(RD), all ADs, AEEs(RD),BDOs & AE/JEs	PD(DRDA)
	05.00 PM		Review of civil works executed by the DRDA - EE(RD), all ADs, AEEs(RD), BDOs & AE/JEs	

10.06.2017 Saturday	10.00 AM	HQ	Office works	
	04.00 PM		Review of Meeting minutes / Inspection Notes / DO Letters	PCs
11.06.2017 Sunday		HQ	Office works	
12.06.2017 Monday	10.00 AM	HQ	Coordination meeting regarding desilting of channels & water bodies, removing of silt, Kudimaramath, Watershed works, Checkdam M&R works - AD(Pt&A), PA(Agri), AEE (WRO) & DD(TAWDEVA)	AD(Pt&A)
	10.30 AM		Receiving Grievance Day Petitions	SDC(SSS)
	12.00 PM		Review of replies sent to the GD petitioners - Concerned HOD and selected Petitioners	
	03.00 PM		Review of RBSK & dental doctors - DD(HS), CEO and RBSK dental Doctors	CEO / PA(D)
	03.30 PM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	
	04.00 PM		Review of performance of Agricultural Dept. officials - JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)
	05.00 PM		Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(P&A)
	05.30 PM		Review of RD Zonal Officers	PD, DRDA
13.06.2017 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 RDO & Tahsildars	
	12.30 PM		DRA Meeting - Review of PAs, HAs & HQDTs	
	01.00 PM		Review of Long pending files: All individual files has to be reviewed	
	04.00 PM		Review on Law and Order - SP, RDO, DSPs, Tahsildars and Police Inspectors	
	04.30 PM		Road Safety Committee Meeting - SP, RDO, DSPs, RTO, DE(H), DE(NH), EE(RD), Tahsildars, Police Inspectors, BM, TNSTC and other stakeholders	
	05.00 PM		Review on Prohibition and Excise / TASMAL	AC(Excise)
	05.15 PM		Review on Geology and Mining TFC meeting - SP, RDO, DSPs, Tahsildars and Police Inspectors	DD(Mines)
	05.45 PM		Review of replies sent to GD Petitioners regarding Police Dept.	SDC(SSS)
	06.00 PM		Revenue Zonal Officers Meeting - DRO & all DCs	PA(G)

14.06.2017 Wednesday	10.00 AM	Camp	MCP – Pillankulam village in Veppanthattai Taluk	SDC(SSS)
	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)
	05.30 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)
15.06.2017 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)
16.06.2017 Friday	10.00 AM	Camp	Inspection of works carried out by RD and PR Dept	EE(RD)
	04.00 PM	HQ	Review of performance of all Dy.BDOs – Few Village Pt. Secretaries to attend the meeting – All AD level officers to review their respective Dy BDOs.	PD,DRDA
17.06.2017 Saturday	10.00 AM	HQ	Office works	
	04.00 PM		Review of Meeting minutes / Inspection Notes / DO Letters	PCs
18.06.2017 Sunday		HQ	Office works	
19.06.2017 Monday	10.00 AM	HQ	Coordination meeting regarding desilting of channels & water bodies, removing of silt, Kudimaramath, Watershed works, Checkdam M&R works – AD(Pt&A), PA(Agri), AEE (WRO) & DD(TAWDEVA)	AD(Pt&A)
	10.15 AM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	CEO
	10.30 AM		Receiving Grievance Day Petitions	SDC (SSS)
	12.00 PM		Review of replies sent to the GD petitioners – Concerned HOD and selected Petitioners	
	03.30 PM		PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	05.00 PM		Survey review – RDO, DR(Registration), AD(survey), Tahsidars, eDM & HSs	AD(Survey)
	05.30 PM		Revenue Zonal Officers Meeting – DRO & all DCs	PA(G)
	06.00 PM		Water supply co-ordination meeting – EEs(TWAD), RD Zonal officers & MC	AD(P&A)

20.06.2017 Tuesday	10.00 AM	Camp	PHC visit	DD(Health)
	03.30 PM	HQ	Review of Labour Department officials	PA(D)
	05.00 PM		Review of schemes implemented by PWD(WRO)	
	05.30 PM		Review of performance of Executive Engineer of Pollution Control Board	
21.06.2017 Wednesday	10.00 AM	Camp	Perambalur Taluk office annual inspection	Zonal officer
	04.00 PM		School visit	CEO
22.06.2017 Thursday	10.00 AM	Camp	School visit	CEO
	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 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	
	04.45 PM		Review of District Mental Health Program - JD(HS), DD(HS) and Mental Health Doctor & team -	
	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	
23.06.2017 Friday	10.00 AM	Camp	School visit	CEO
	04.00 PM	HQ	Office works	
24.06.2017 Saturday	10.00 AM	HQ	Office works	
	04.00 PM		Review of Meeting minutes / Inspection Notes / DO Letters	PCs
25.06.2017 Sunday		HQ	Office works	
26.06.2017 Monday		HQ	Ramzan (Idu’l Fitr) – Public holiday	
27.06.2017 Tuesday	10.00 PM	HQ	Review of Social security schemes of DDAWO, Tahsildars (SSS) and LO(SSS) – DDAWO, Tahsildars (SSS), LO(SSS), LDM, PO(MT) and DPM(PVP)	SDC(SSS)
	12.00 PM		Review of DIC, TAHDCO, KVIC & KVIB – GM(DIC),DM(TAHDCO), AD(KVIC), AD(KVIB)	PA(D)
	03.00 PM		MT and PVP review meeting – PO(MT), JR(Coop), DPM(PVP), APOs(MT), APMs(PVP) and the respective field level staff	PO,MT & DPM, PVP
	05.30 PM		District Level Bankers Meeting –All Bank Managers and related officials	LDM / PA(D)

28.06.2017 Wednesday	10.00 AM	Camp	PHC inspection	DD(Health)
	02.30 PM	HQ	2nd Review of Education Department officials – CEO, CEO(SSA),DEO,DEEO,ADPC, AEEOs & few HMs	CEO / PA(D)
	04.00 PM		Review of schemes implemented by TWAD – EEs and AEEs of TWAD	AD(P&A)
	04.30 PM		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC& Eos(TP)	
	05.00 PM		Water quality meeting – EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	05.15 PM		Review of RD Zonal Officers	PD, DRDA
29.06.2017 Thursday	10.00 AM	Camp	School visit	CEO
	04.00 PM		Inspection and review of sports facilities – DSO, AEE(PWD) & AEE(RD)	PA(D)
	05.00 PM		Review of performance of District Coordinator of Nehru Yuva Kendra – DSO and District coordinator(NYK)	
30.06.2017 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	
	03.00 PM		Review of schemes implemented by the Agricultural Department- JD Agri, DDs & all AOs,	
	04.00 PM		ATMA review – All officers concerned	
	04.30 PM		Review of schemes implemented by the Agri. Eng. Dept. – EE(AED)	
	05.00 PM		Review of performance of Co operative department officials- JR(Coop), DR(Coop)& DR(PDS)	
	05.30		Review of performance of PACB Secretaries – JR(Coop), DR(Coop), DR(PDS) and PACB Secretaries	

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)