

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

Date	Time	Venue	Programme	Follow up officer
01.05.2017 Monday		HQ	The May day – Public holiday	
	11.00 AM	Camp	Grama Sahba	AD(Pt & A)
02.05.2017 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	
	12.15 PM		Review of NABARD schemes - NABARD schemes implementing officers	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	
	01.00 PM		Review of works taken up under SBGF - Concerned HODs	Secretary, District Panchayat
	01.15 PM		Meeting on perspective planning of Alathur / Veppur blocks - Concerned HODs	
	01.30 PM		Master Plan Complex society meeting	PA(D)
	06.00 PM		Water supply co-ordination meeting – EEs(TWAD), RD Zonal officers & MC	AD(P&A)
	03.05.2017 Wednesday		10.00 AM	Camp
04.00 PM		Office works		
04.05.2017 Thursday	10.00 AM	Camp	Hostel visit	DBCWO & DADWO
	03.30 PM	GHQH	Government Headquarters Hospital inspection cum review	JD (HS) & PA(D)
	05.30 PM	HQ	Review of schemes implemented by Employment and Training Department - District Employment Officer and Principals (ITI)	PA(D)
05.05.2017 Friday	10.00 AM	Camp	Hostel visit	DBCWO & DADWO
	05.00 PM	HQ	Review of performance of DM, TNSTC and RTO – EE(RD) & DE(C&M) to attend	PA(D)
06.05.2017 Saturday	10.00 AM	HQ	Office works	
	04.00 PM		Review of Meeting minutes / Inspection Notes / DO Letters	PCs

07.05.2017 Sunday		HQ	Office works	
08.05.2017 Monday	10.00 AM	HQ	Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R, Prosophis juliflora removal – APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), DD(TAWDEVA) & AD(Pt&A)	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		Review of performance of Agricultural Dept. officials – JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)
	06.00 PM		Water supply co-ordination meeting – EEs(TWAD), RD Zonal officers & MC	AD(P&A)
09.05.2017 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 Geology and Mining TFC meeting – SP, RDO, DSPs, Tahsildars and Police Inspectors	DD(Mines)
	05.15 PM		Review of replies sent to GD Petitioners regarding Police Dept.	SDC(SSS)
	05.45 PM		Revenue Zonal Officers Meeting – DRO & all DCs	PA(G)
10.05.2017 Wednesday	09.00 AM	Camp	Hostel visit	DBCWO & DADWO
	10.00 AM		MCP – Nannai village in Kunnam Taluk	SDC(SSS)
	03.30 PM	HQ	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	

11.05.2017 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 Assistant Director of Town & Country Planning, Perambalur and Local Planning Authority	
	01.00 PM		Review of redressal of complaints received through Toll Free No.1800 425 4556	SDC(SSS)
	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			
12.05.2017 Friday	10.00 AM	Camp	Hostel visit	DBCWO/ DADWO
	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
13.05.2017 Saturday	10.00 AM	HQ	Office works	
	04.00 PM		Review of Meeting minutes / Inspection Notes / DO Letters	PCs
14.05.2017 Sunday		HQ	Office works	
15.05.2017 Monday	10.00 AM	HQ	Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R, Prosopis juliflora removal – APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), DD(TAWDEVA) & AD(Pt&A)	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		1 st Review of Education Department officials – CEO, CEO(SSA), DEO, DEEO, ADPCs, AEEOs, DLO, few HMs and all Block SSA coordinators & BRTs	
	05.30 PM		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	
	06.00 PM		Review of RD Zonal Officers	PD, DRDA

16.05.2017 Tuesday	10.00 AM	Camp	PHCs visit	DD(HS)
	05.00 PM	HQ	Inspection and review of sports facilities – DSO, AEE(PWD) & AEE(RD)	
	06.00 PM		Review of performance of District Coordinator of Nehru Yuva Kendra - DSO and District coordinator(NYK)	
17.05.2017 Wednesday	10.00 AM	Camp	Inspection and review of Highways Works - DE(C & M), DE(NH) and PD(NHAI)	DE(C&M)
	04.00 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)
18.05.2017 Thursday	10.00 AM	Camp	PHCs visit	DD(HS)
	03.30 PM	GHQH	Government Headquarters Hospital inspection cum review	JD (HS) & PA(D)
19.05.2017 Friday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	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)	PA(D)
20.05.2017 Saturday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	04.00 PM	HQ	Review of Meeting minutes / Inspection Notes / DO Letters	PCs
21.05.2017 Sunday		HQ	Office works	
22.05.2017 Monday	10.00 AM	HQ	Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R, Prosopis juliflora removal – APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), DD(TAWDEVA) & AD(Pt&A)	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)

23.05.2017 Tuesday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	04.00 PM		Office works	
24.05.2017 Wednesday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	04.00 PM	HQ	Office works	
25.05.2017 Thursday	10.00 AM	Camp	Jamabandhi – Alathur taluk	HS(G)
	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(Opthal), 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	
26.05.2017 Friday	10.00 AM		HQ	
	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)		
27.05.2017 Saturday	10.00 AM	HQ	Office works	
	04.00 PM		Review of Meeting minutes / Inspection Notes / DO Letters	PCs
28.05.2017 Sunday		HQ	Office works	
29.05.2017 Monday	10.00 AM	HQ	Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R, Prosophis juliflora removal – APA(Land), PA(Agri), DD(Mines), AEE-PWD(WRO), DD(TAWDEVA) & AD(Pt&A)	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	
	02.30 PM		2nd Review of Education Department officials – CEO, CEO(SSA),DEO,DEEO,ADPC, AEEOs & few HMs	CEO / PA(D)

	03.30 PM		Review of performance of Inspector of Matriculation School	
	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
30.05.2017 Tuesday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	03.00 PM	HQ	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)
31.05.2017 Wednesday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	04.00 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)

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)*