

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,
District Collector, Perambalur
for the period of 16.06.2018 to 30.06.2018**

Date	Time	Venue	Programme	Follow up officer
16.06.2018 Saturday		HQ	Ramzan – Public holiday - Office works	
17.06.2018 Sunday		HQ	Office works	
18.06.2018 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		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	04.00 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	PA(D)/ CEO
	05.30 PM		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R – PA(G), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	PA (G)
19.06.2018 Tuesday	10.00 AM	Camp	School visit	CEO/ AEE(RD)
	03.30 PM	HQ	Review of eDMs	PA (G)/ eDMs
	04.00 PM		Review of performance of DM, TNSTC and RTO – EE(RD) & DE(C&M) to attend	PA (D)
20.06.2018 Wednesday	10.30 AM	Camp	Government Headquarters Hospital inspection cum review	JD (HS) & PA(D)
	03.30 PM	HQ	Review of performance of Co operative department officials- JR(Coop), DR(Coop)& DR(PDS)	PA (Agri.)
	04.00 PM		Review of Mines - Concerned officials & staffs	AD Mines
	04.30 PM		Review of RD Zonal Officers	PD, DRDA
21.06.2018 Thursday	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)	
	12.30 PM		Review of Tourism - Tourism officer	PA(D)
	04.30 PM	Camp	Hostel visit	DBCWO/ DADWO

22.06.2018 Friday	FN	HQ	Office Works	
	03.30 PM	Camp	Quarrys field inspection –Concerned officials & staffs	AD Mines
23.06.2018 Saturday		HQ	Office works	
24.06.2018 Sunday		HQ	Office works	
25.06.2018 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		Water supply co-ordination meeting - EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(Pt&A)
	04.00 PM		Water quality meeting - EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)	
	04.30 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.)
	05.30 PM		Coordination meeting regarding desilting of channels & water bodies, Kudimaramath, Watershed works, Checkdam M&R - PA(G), PA(Agri), DD(Mines), AEE-PWD(WRO), AD(Pt&A) & All Tahsildars	PA (G)
	06.00 PM		Revenue Zonal Officers Meeting - DRO & all DCs	
26.06.2018 Tuesday	10.00 AM	Camp	PHCs visit	DD (HS)
	03.30 PM	HQ	MT review meeting - PO(MT), JR(Coop), APOs(MT), and the respective field level staff	PO (MT)
	04.00 PM		District Level Bankers Meeting -All Bank Managers and related officials	LDM / PA(D)
27.06.2018 Wednesday	10.00 AM	Camp	Perambalur Block office cursory inspection	HS(D)
	03.30 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,	PO(ICDS)
	04.30 PM		Review of schemes executed by the Animal husbandry Department - JD, DD, ADs of Animal Husbandry Dept. and PO(MT)	PA(Agri.)
	05.00 PM		Review of Aavin and Dairy Development - GM(Aavin) & DR(Dairy)	

28.06.2018 Thursday	10.00 AM	Camp	Inspection of works carried out by RD and PR Dept	EE(RD)
	02.30 PM	HQ	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	
	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	
	05.00 PM		Review of 108 Ambulance performance -108 District coordinator	
29.06.2018 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 & Agri business Department - EE(AED)	
	06.00 PM		Review of schemes implemented by TNAU - Professor / head, CRS, Veppanthattai.	
30.06.2018 Saturday		HQ	Office Work	

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)