

**Tentative Tour Programme of Tmt.V.Santha,I.A.S.,  
District Collector, Perambalur  
for the period of 16.02.2018 to 28.02.2018**

Date	Time	Venue	Programme	Follow up officer
16.02.2018 Friday	10.30 AM	Camp	Awareness Program on MSME	AD (DIC)
	03.00 PM	HQ	Consumer Production Redressal Committee Quarterly Meeting – Concerned officials & Staffs	DSO
	04.00 PM	Camp	Inauguration of 7th Perambalur Book Fair	
17.02.2018 Saturday		HQ	Office works	
18.02.2018 Sunday		HQ	Office works	
19.02.2018 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		Review of Special Petition Received in GDP	
	11.00 AM		Receiving Grievance Day Petitions.	
	03.30 PM		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(P&A)
	04.00 PM		PDS Review meeting - JR(Coop), DR(PDS), RM(TNCSC), CSRs, TSOs & few salesmen	DSO
	05.00 PM		Revenue Zonal Officers Meeting – DRO & all DCs	PA(G)
20.02.2018 Tuesday	10.00 AM	Camp	Hostel visit	DBCWO/ DADWO
	03.00 PM	HQ	10 <sup>th</sup> , +1, +2 Annual Exam Coordination Meeting	CEO
	04.00 PM		MT review meeting – PO(MT), JR(Coop), APOs(MT), and the respective field level staff	PO (MT)
	04.30 PM		Review of SIDCO and SIPCOT - DM,SIDCO & GM,SIPCOT	PA(D)
	05.00 PM		District Level Bankers Meeting –All Bank Managers and related officials	LDM / PA(D)
21.02.2018 Wednesday	10.00 AM	Camp	Inauguration of Quality Assurance Workshop	DD (Family Welfare)
	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)
	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)
	05.30 PM	Camp	VMC Meeting – KV PERAMBALUR	KV (PRINCIPAL)

22.02.2018 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)	
	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	
	05.45 PM		Review of 108 Ambulance performance -108 District coordinator	
23.02.2018 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.	
24.02.2018 Saturday		HQ	Office works	
25.02.2018 Sunday		HQ	Office works	
26.02.2018 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		Review of Special Petition Received in GDP	
	11.00 AM		Receiving Grievance Day Petitions.	
	03.30 PM		Water supply co-ordination meeting – EEs(TWAD), DE(TANGEDCO), BDOs(VP), MC & EOs(TP)	AD(P&A)
	04.00 PM	Water quality meeting – EEs(TWAD), District Epidemiologist, BDOs(VP), MC & EOs(TP)		

	04.30 PM		Review of performance of Agricultural Dept. officials - JD(Agri), DD(Horti), EE(AED) and DD(AB)	PA (Agri.)
	05.00 PM		Review of Education Department officials - CEO, DEO, ADPCs & PAs to CEO	PA(D)/ CEO
	05.30 PM		Review of RD Zonal Officers	PD, DRDA
27.02.2018 Tuesday	10.00 AM	Camp	Perambalur Taluk office cursory inspection	HS(G)
	03.00 PM	HQ	Review of schemes implemented by Employment and Training Department - District Employment Officer and Principals (ITI)	PA(D)
	03.30 PM		Review of performance of DM, TNSTC and RTO - EE(RD) & DE(C&M) to attend	
	04.00 PM	Camp	Inspection of works carried out by RD and PR Dept	EE(RD)
28.02.2018 Wednesday	10.00 AM	Camp	MCP - Vayalapadi village in Kunnam Taluk	SDC(SSS)
	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)*