

CIRCULAR MEMORANDUM OF THE MISSION DIRECTOR, MISSION FOR ELIMINATION OF
POVERTY IN MUNICIPAL AREAS

Smt. Anita Ramachandran, I.A.S.,
Mission Director

Memo .No.1909/2011/MEPMA/E1

Dated.19-07-2013

Sub;-MEPMA- Monthly Tour diaries of the Project Directors- furnish the Tour Diaries –
Regularly-Before 5th of every month without fail-Reg

Ref;- 1.This office Lr.Rc.No. 1909/2011/E1 dated.22-8-2012
2. This office Lr.Rc.No. 1909/2011/E1 dated. 30-10-2012
3. This office Lr.Rc.No. 1909/2011/E1 dated. 1-3-2013

The attention of Project Directors is invited to the references cited, wherein they were requested to submit Tour diaries before 5th of every succeeding month without fail, and also instructed to conduct staff meeting every week to sort out issues on the MEPMA activities and send the review meeting minutes to this office vide reference 3rd cited, It is noticed that all the Project Directors are not submitting tour diaries and some are submitting but are not submitting in time together with Staff review meeting minutes,

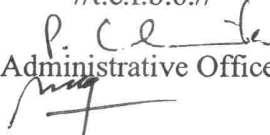
In view of the above all the Project directors are instructed to attend /Conduct /Visit the following meetings /Programmes /Centers every month compulsorily and submit their tour diaries duly indicating the reasons for not attending /Visiting/ conducting the programmes in case it they fail to do so;-

1. Conduct Staff review meetings on fixed days
2. Attend Urban day programme
3. Conduct DUDA meeting with the approval of Dist.Collector/Chairman MEPMA
4. Attend atleast 2-3 SHGs meetings.
5. Attend atleast 3 SLF/One TLF Meetings.
6. Conduct 1 RPs review meetings.
7. Attend any other training Programmes going on during the month
8. Attend atleast one TLBC meeting at ULB Level
9. Attend DCC meeting (Quarterly)
10. Attend at least 2TVS meetings(ULB)Level
11. Inspect MSBs / CRCs
12. Visit to RYK training centres
13. Visit USEP & UWSP units
14. Attend RD's (M.A) meetings

All the Project Directors have to be on tour for atleast 20 days a month and submit tour diaries by 6th of every succeeding month or otherwise it will be construed that there is no proper supervision by the officers and will be viewed seriously and action will be initiated against them..

Sd/- Anita Ramachandran
MISSION DIRECTOR

To
All the Project Directors in the State

//t.c.f.b.o.//

Administrative Officer