

Memo .No.1909/2011/MEPMA/E1

Dated:26 -08-2013

Sub;-MEPMA- Monthly Tour diaries of the Project Directors- furnish the Tour Diaries – Regularly-Before 6<sup>th</sup> of every succeeding 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

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The attention of Project Directors is invited to the references cited, wherein they were requested to submit Tour diaries before 5<sup>th</sup> 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 3<sup>rd</sup> 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 if they fail to do so;-


1. Conduct weekly Staff review meetings with DPMU staff on every Tuesday.
2. Conduct monthly review meetings with ULB units and TLF presidents to review all MEPMA activities.
3. Attend Urban Day programme conducted by the District Collectors.
4. Convene DUDA meeting with the approval of Dist.Collector/Chairman MEPMA ( once in a month as per GO Ms. No. 393)
5. Attend atleast 2-3 SHG meetings including PWD SHGs covering all ULBs.
6. Attend atleast 3 SLF&One TLF Meetings covering all the ULBs.
7. Conduct atleast 1 RPs review meeting covering all the ULBs.
8. Attend any other training programmes going on during the month.
9. He / she should attend TLBC meetings at ULB Level.
10. Attend CBRM meetings.
11. Attend DCC meeting (Quarterly)

13. Organise Health Surgical screening camps covering all the ULBs.
14. Inspect MSBs / CRCs
15. Inspect atleast four RYK training centres covering all the ULBs.
16. Inspect USEP & UWSP units.
17. Conduct one meeting with RYK training partners.
18. Visit call centres and conduct Bhima Mithra meetings.
19. Attend RD's (M.A) meetings.
20. Any other items covered by the PD during the month.

All the Project Directors have to be on tour for atleast 20 days a month and submit tour diaries by 5<sup>th</sup> of every succeeding month or otherwise it will be construed that there is no proper supervision by the officers and performance of such officers will be treated as poor and action will be initiated against them..

**Sd/-AnitaRamachandran**  
**MISSION DIRECTOR**

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

  
Administrative Officer

To  
All the project Directors  
in the States.