

**TOUR PROGRAMME & IMPORTANT HEAD QRS.ENGAGEMENT OF  
MS.SWADHA DEV SINGH, IAS, COLLECTOR & DISTRICT MAGISTRATE,  
NAYAGARH FOR THE 2<sup>nd</sup> FORTNIGHT OF APRIL, 2024.**

| <b>DATE &amp;<br/>DAY</b>        | <b>TIME</b>    | <b>PROGRAMME</b>  | <b>CO-<br/>ORDINATING<br/>OFFICER</b> |
|----------------------------------|----------------|---|---------------------------------------|
| <b>16.04.2024<br/>(Tuesday)</b>  | <b>08.00AM</b> | Visit Nayagarh Block. Review preparedness for General Election - 2024 at Block Office..   | <b>BDO</b>                            |
|                                  | <b>09.00AM</b> | Field visit to see different Polling Booths and back.   | BDO<br>/Tahasildar                    |
| <b>18.04.2024<br/>(Thursday)</b> | <b>09.00AM</b> | Attend Election works & Office works at head quarters   | DC-Election                           |
| <b>19.04.2024<br/>(Friday)</b>   | <b>09.00AM</b> | Attend Eleciton works & Office works at head quarters   | DC-Election                           |
|                                  | <b>11.00AM</b> | Attend District Screening Committee Meeting in the Mini Conference Hall of Collectorate, Nayagarh.                                      | ADM(Election)                         |
| <b>20.04.2024<br/>(Saturday)</b> | <b>09.00AM</b> | Attend Office works   |                                       |
|                                  | <b>12.00PM</b> | Attend meeting of District Committee for monitoring the infrastructural facilities of sub-ordinate Courts at Chamber of District Judge. | DC-Judicial                           |
| <b>22.04.2024<br/>(Monday)</b>   | <b>08.00AM</b> | To Ranpur- Review preparedness for General Election -2024 and Heat wave situation at Block Office.                                      | BDO/Tdr/JE<br>RWS&S                   |
|                                  | <b>11.00AM</b> | Field visit to see different Polling Booths of Ranpur Block and back.   | BDO/Tahasildar                        |
| <b>23.04.2024<br/>(Tuesday)</b>  | <b>09.00AM</b> | Random tour to see different Polling Booths (border area booths, interior booths,model booths)  | BDO/Tahasildar                        |
| <b>24.04.2024<br/>Wednesday</b>  | <b>09.30AM</b> | Visit Strong Room and Counting Hall   | DC-Election                           |
|                                  | <b>04.00PM</b> | Review on Election matters  | DC-Election                           |
| <b>25.04.2024<br/>(Thursday)</b> | <b>08.00AM</b> | Proceed to Gania. Review preparedness for General Election - 2024 at Block Office.  | BDO/Tdr,Gania                         |
|                                  | <b>09.00AM</b> | Visit various booths of Gania ( border area booths,interior booths,model booths)  | BDO/Tdr,Gania                         |
| <b>26.04.2024<br/>( Friday)</b>  | <b>08.00AM</b> | Attend Election works at head quarters  | DC-Election                           |
| <b>29.04.2024<br/>(Monday)</b>   | <b>10.00AM</b> | Condcut Inspection of EVM/VVPATs Ware house   | DC-Election                           |
|                                  | <b>04.00PM</b> | Discuss Eleciton matters  | DC-Election                           |
| <b>30.04.2024<br/>(Tuesday)</b>  | <b>08.00AM</b> | Random tour to see different Polling Booths (border area booths, interior booths,model booths) of Nayagarh District.                    | BDO/Tahasildar                        |

*2024.7.16/124*

**Collector & D.M, Nayagarh**