

O/o the Mission Director,  
 Mission for Elimination of Poverty in Municipal Areas,  
 Andhra Pradesh, Guntur.

**CIRCULAR**

**Cir. Roc. No: 555 / MIS / 2017.                      Dated: 05-01-2016**

**Sub: - APMEPMA – Monthly Review Meetings - Schedule – Communication - Regarding.**



It is observed that monthly review meetings are not conducted regularly and the progress of implementation of various activities is not upto the mark. Further targets (Physical & Financial) have to be achieved before end of the financial year. Therefore, all the Sections heads, SMMs, SMCs, DMCs and ADMCs are requested to review the progress of implementation of various activities regularly as per the following schedule without fail:

<b>Schedule of Review Meetings up to 31-03-2017</b>							
<b>Week</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1st							
2nd			Finance		SM & ID		
3rd		Social Security	BL & SEP		Livelihoods		
4th					H & N		

If the day of review falls on a holiday, the same should be held on the very next working day. All the Project Directors should depute the concerned to the review meetings as per the schedule in coordination with the concerned Sections heads, SMMs, SMCs, DMCs and ADMCs.

These instructions should be followed scrupulously and any deviation without prior approval of higher authorities would be viewed seriously.

  
**MISSION DIRECTOR**  
 R. S. S. / 5-1-2016

**To,**  
 All the SMMs, SMCs, DMCs and ADMCs of MEPMA head office, Guntur.  
 All the Project Directors of MEPMA in the State.