

| PROGRAMME CALENDAR FOR THE MONTH OF APRIL 2017 | | | | | |
|--|----------------------|-------------|---|--|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 03-04-17 to 07-04-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 2 | 03-04-17 to 04-04-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptdt/Junior Superintendents | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors/ Tahsildars/Dy.Tahsildars/ VOs, SVOs & VAs | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| 3 | 06-04-17 to 07-04-17 | ILDMCTPS05 | CrPC and EXECUTIVE MAGISTRATES | RDOs, ADMs, Bench Clerks of RDO Office, Magisterial Clerks of Collectorates | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 4 | 10-04-17 to 11-04-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/ VOs, SVOs & VAs | 30 |
| | | ILDMCTPS14 | LAND ASSIGNMENT UNDER 1993 SPECIAL RULES | Staff of Special LA Offices of Idukki and Thrissur | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/ RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 5 | 17-04-17 to 18-04-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 6 | 17-04-17 to 21-04-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |

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| 7 | 20-04-17 to 21-04-17 | ILDMCTPS01 | GOVERNMENT PROCESS RE-ENGINEERING | Dy.Tahsildars/JS | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| 8 | 24-04-17 to 28-04-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Tahsildars (Sr. DT/JS) | 30 |
| 9 | 24-04-17 to 25-04-17 | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDMCTPS15 | ASSIGNMENT OF LAND ON REGISTRY, LEASE AND LICENSE | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX AND PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 10 | 27-04-17 to 28-04-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptdt/Junior Superintendents | 30 |
| | | ILDMCTPS14 | LAND ASSIGNMENT UNDER 1993 SPECIAL RULES | Staff of Special LA Offices of Idukki and Thrissur | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/ RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF MAY 2017 | | | | | |
|--|----------------------|-------------|---|--|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 02-05-17 to 06-05-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 2 | 02-05-17 to 03-05-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VO, SVOs, VAs & VFAs | 30 |
| 3 | 05-05-17 to 06-05-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VO, SVOs & VAs | 30 |
| | | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 4 | 08-05-17 to 12-05-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VO (Sr. Clerks) | 30 |
| 5 | 08-05-17 to 09-05-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/ Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVO, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 6 | 11-05-17 to 12-05-17 | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |

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| | | ILDMCTPS14 | LAND ASSIGNMENT UNDER 1993 SPECIAL RULES | Staff of Special LA Offices of Idukki and Thrissur | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| 7 | 15-05-17 to 19-05-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Dy. Collectors (Sr. Tahsildars/SS) | 30 |
| 8 | 15-05-17 to 16-05-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench Clerks/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VO, SVO, VAs & VFAs | 30 |
| 9 | 18-05-17 to 19-05-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VO, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| 10 | 22-05-17 to 26-05-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Tahsildar (Sr. DT/SS) | 30 |
| 11 | 22-05-17 to 23-05-17 | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVO, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |

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| 12 | 25-05-17 to 26-05-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 13 | 29-05-17 to 30-05-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/ Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS14 | LAND ASSIGNMENT UNDER 1993 SPECIAL RULES | Staff of Special LA Offices of Idukki and Thrissur | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF JUNE 2017 | | | | | |
|---|----------------------------|-------------|---|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 01-06-17 to 02-06-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| 2 | 05-06-17 to 09-06-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 3 | 05-06-17 to 06-06-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 4 | 08-06-17 to 09-06-17 | ILDMCTPS02 | GOOD GOVERNANCE AND ETHICS IN ADMINISTRATION | Dy.Tahsildars/Tahsildars/SS/JS | 30 |
| | | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 5 | 12-06-17 to 16-06-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 6 | 12-06-17 to 13-06-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |

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| 7 | 15-06-17 to 16-06-17 | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 8 | 19-06-17 to 23-06-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Tahsildars (Sr. DT/JS) | 30 |
| 9 | 19-06-17 to 20-06-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| 10 | 22-06-17 to 23-06-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptdt/ Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 11 | 26-06-17 to 30-06-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 12 | 26-06-17 to 27-06-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 13 | 29-06-17 to 30-06-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF JULY 2017 | | | | | |
|---|----------------------|-------------|---|--|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 03-07-17 to 07-07-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 2 | 03-07-17 to 04-07-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/ Sr.Suptdt/Junior Superintendents | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| 3 | 06-07-17 to 07-07-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 4 | 10-07-17 to 14-07-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 5 | 10-07-17 to 11-07-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 6 | 13-07-17 to 14-07-17 | ILDMCTPS01 | GOVERNMENT PROCESS RE-ENGINEERING | Dy.Tahsildars/JS | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |

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| 7 | 17-07-17 to 21-07-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Dy. Collectors (Sr. Tahsildars/SS) | 30 |
| 8 | 17-07-17 to 18-07-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VO, SVOs & VAs | 30 |
| | | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 9 | 20-07-17 to 21-07-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VO, SVO, VAs & VFAs | 30 |
| 10 | 24-07-17 to 28-07-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Tahsildars (Sr. DT/JS) | 30 |
| 11 | 24-07-17 to 25-07-17 | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 12 | 27-07-17 to 28-07-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VO, SVO, VAs and VFA | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF AUGUST 2017 | | | | | |
|---|----------------------------|-------------|---|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 31-07-17 to 04-08-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 2 | 31-07-17 to 01-08-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| 3 | 03-08-17 to 04-08-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/ VO, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 4 | 07-08-17 to 11-08-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VO (Sr. Clerks) | 30 |
| 5 | 07-08-17 to 08-08-17 | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VO, SVO, VAs and VFA | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 6 | 10-08-17 to 11-08-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/ Sr.Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VO, SVO, VAs & VFAs | 30 |
| 7 | 16-08-17 to 17-08-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VO, SVOs & VAs | 30 |

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| | 16-08-17 to 17-08-17 | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks, VAs | 30 |
| 8 | 18-08-17 to 19-08-17 | ILDMCTPS02 | GOOD GOVERNANCE AND ETHICS IN ADMINISTRATION | Dy. Tahsildars/Tahsildars/SS/JS | 30 |
| | | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| | | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 10 | 21-08-17 to 22-08-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| 11 | 24-08-17 to 25-08-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr. Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC, & CCA RULES, KGSC RULES, PURCHASE RECORDS & TENDERS | Dy. Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 12 | 29-08-17 to 30-08-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr. Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF SEPTEMBER 2017 | | | | | |
|--|----------------------|-------------|---|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 13-09-17 to 14-09-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr. Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 2 | 15-09-17 to 16-09-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy. Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 3 | 18-09-17 to 19-09-17 | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr. Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| 4 | 22-09-17 to 23-09-17 | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks, VAs | 30 |
| | | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |

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| 5 | 25-09-17 to 26-09-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks, VAs | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 6 | 27-09-17 to 28-09-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF OCTOBER 2017 | | | | | |
|--|----------------------------|-------------|---|--|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 03-10-17 to 07-10-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 2 | 03-10-17 to 04-10-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 3 | 06-10-17 to 07-10-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, VAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 4 | 09-10-17 to 13-10-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 5 | 09-10-17 to 10-10-17 | ILDMCTPS02 | GOOD GOVERNANCE AND ETHICS IN ADMINISTRATION | Dy.Tahsildars/Tahsildars/SS/JS | 30 |
| | | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| 6 | 12-10-17 to 13-10-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs, VOs, SVOs, VAs & VFAs | 30 |
| 7 | 16-10-17 to 17-10-17 | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |

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| 8 | 19-10-17 to 20-10-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 9 | 23-10-17 to 27-10-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Tahsildars (Sr. DT/JS) | 30 |
| 10 | 23-10-17 to 24-10-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| 11 | 26-10-17 to 27-10-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 12 | 30-10-17 to 31-10-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF NOVEMBER 2017 | | | | | |
|---|----------------------|-------------|--|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 30-10-17 to 03-11-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 2 | 02-11-17 to 03-11-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| 3 | 06-11-17 to 10-11-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 4 | 06-11-17 to 07-11-17 | ILDMCTPS01 | GOVERNMENT PROCESS RE-ENGINEERING | DY.Tahsildars/JS | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| 5 | 09-11-17 to 10-11-17 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Adl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| 6 | 13-11-17 to 17-11-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Dy. Collectors (Sr. Tahsildars/ SS) | 30 |
| 7 | 13-11-17 to 14-11-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 8 | 16-11-17 to 17-11-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |

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| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| 9 | 20-11-17 to 24-11-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Tahsildars (Sr. DT/JS) | 30 |
| 10 | 20-11-17 to 21-11-17 | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VO, SVOs, VAs and VFA | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 11 | 23-11-17 to 24-11-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VO, SVO, VAs & VFAs | 30 |
| 12 | 27-11-17 to 28-11-17 | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/ VO, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 13 | 30-11-17 to 01-12-17 | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VO, SVOs & VAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VO, SVO, VAs & VFAs | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF DECEMBER 2017 | | | | | |
|---|----------------------|-------------|--|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 04-12-17 to 08-12-17 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 2 | 04-12-17 to 05-12-17 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 3 | 07-12-17 to 08-12-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VO, SVO, VAs and VFA | 30 |
| 4 | 11-12-17 to 15-12-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VO (Sr. Clerks) | 30 |
| 5 | 11-12-17 to 12-12-17 | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VO, SVO, VAs and VFA | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 6 | 14-12-17 to 15-12-17 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VO, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VO, SVO, VAs & VFAs | 30 |
| 7 | 18-12-17 to 22-12-17 | ILDMCTPS04 | REFRESHER TRAINING | Prospective Tahsildars (Sr. DT/JS) | 30 |
| 8 | 18-12-17 to 19-12-17 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/ VO, SVO & VAs | 30 |

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| | | ILDCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 9 | 21-12-17 to 22-12-17 | ILDCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| | | ILDCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| 10 | 26-12-17 to 27-12-17 | ILDCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/ RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| | | ILDCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/ VOs, SVOs & VAs | 30 |
| 11 | 29-12-17 to 30-12-17 | ILDCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF JANUARY 2018 | | | | | |
|--|----------------------|-------------|--|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 03-01-18 to 04-01-18 | ILDCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| 2 | 05-01-18 to 06-01-18 | ILDCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/ RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 3 | 08-01-18 to 12-01-18 | ILDCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 4 | 08-01-18 to 09-01-18 | ILDCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| 5 | 11-01-18 to 12-01-18 | ILDCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/ VOs, SVOs & VAs | 30 |
| | | ILDCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 6 | 15-01-18 to 19-01-18 | ILDCTPS04 | REFRESHER TRAINING | Prospective Tahsildars (Sr. DT/JS) | 30 |

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|----|----------------------|------------|--|---|----|
| 7 | 15-01-18 to 16-01-18 | ILDICTPS01 | GOVERNMENT PROCESS RE-ENGINEERING | Dy.Tahsildars/JS | 30 |
| | | ILDICTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDICTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 8 | 18-01-18 to 19-01-18 | ILDICTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDICTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDICTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 9 | 22-01-18 to 23-01-18 | ILDICTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDICTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDICTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDICTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/ RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 10 | 24-01-18 to 25-01-18 | ILDICTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDICTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDICTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDICTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| 11 | 29-01-18 to 02-02-18 | ILDICTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 12 | 29-01-18 to 30-01-18 | ILDICTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDICTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/ VOs, SVOs & VAs | 30 |
| | | ILDICTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/ RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF FEBRUARY 2018 | | | | | |
|---|----------------------|-------------|---|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 01-02-18 to 02-02-18 | ILDICTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDICTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDICTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 2 | 05-02-18 to 09-02-18 | ILDICTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 3 | 05-02-18 to 06-02-18 | ILDICTPS02 | GOOD GOVERNANCE AND ETHICS IN ADMINISTRATION | Dy.Tahsildars/Tahsildars/SS/JS | 30 |
| | | ILDICTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/ Junior Superintendents | 30 |
| | | ILDICTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| 4 | 08-02-18 to 09-02-18 | ILDICTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDICTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| | | ILDICTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 5 | 12-02-18 to 16-02-18 | ILDICTPS04 | REFRESHER TRAINING | Prospective Dy. Collectors (Sr. Tahsildars/SS) | 30 |
| 6 | 12-02-18 to 13-02-18 | ILDICTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDICTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDICTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| 7 | 15-02-18 to 16-02-18 | ILDICTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |

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|----|----------------------|------------|--|---|----|
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 8 | 19-02-18 to 23-02-18 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 9 | 19-02-18 to 20-02-18 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/ Junior Superintendents | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 10 | 22-02-18 to 23-02-18 | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 11 | 26-02-18 to 27-02-18 | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr.Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |

| PROGRAMME CALENDAR FOR THE MONTH OF MARCH 2018 | | | | | |
|--|----------------------|-------------|--|---|------------------------------|
| Sl. No. | Date of Training | Course Code | Course Name | Target Group | Expected No. of Participants |
| 1 | 01-03-18 to 02-03-18 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 2 | 05-03-18 to 09-03-18 | ILDMCTPS03 | INDUCTION TRAINING | Newly recruited Dy. Collectors, Clerks and VFAs | 30 |
| 3 | 05-03-18 to 06-03-18 | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS11 | DEALING EXCESS LAND CASES AT TLBs | TLB Chairmen, Addl. Tahsildar, authorised Officers and bench clerks | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy.Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| 4 | 08-03-18 to 09-03-18 | ILDMCTPS06 | MAHAZAR, NOTICE, INQUEST etc. | Tahsildars/Dy. Tahsildars/Sr.Suptd/Junior Superintendents | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy.Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS17 | EFFECTIVE REVENUE RECOVERY | Dy. Collectors/ Tahsildars/ Dy.Tahsildars/RIs dealing RR, VOs, SVOs, VAs & VFAs | 30 |
| 5 | 12-03-18 to 16-03-18 | ILDMCTPS04 | REFRESHER TRAINING | Prospective VOs (Sr. Clerks) | 30 |
| 6 | 12-03-18 to 13-03-18 | ILDMCTPS12 | DEALING CASES AT LAND TRIBUNAL | Tahsildars, HMOs, RIs & Clerks of Land Tribunal Offices | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/ VOs, SVOs, VAs and VFA | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |

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|----|----------------------------|------------|--|--|----|
| 7 | 15-03-18 to 16-03-18 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 8 | 19-03-18 to 20-03-18 | ILDMCTPS05 | CrPC & EXECUTIVE MAGISTRATES | RDOs, ADMs and Bench/Magisterial Clerk at RDO Offices/ Collectorates | 30 |
| | | ILDMCTPS07 | KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER | Dy. Tahsildars/JS and above clerks of sections concerned | 30 |
| | | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr. Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 9 | 22-03-18 to 23-03-18 | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS15 | LAND ASSIGNMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks dealing land assignment files at Taluk Offices, RDO Offices and Collectorates | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |
| | | ILDMCTPS18 | KERALA BUILDING TAX & PLANTATION TAX | Dy. Collectors, Tahsildars, Dy. Tahsildars, Clerks, VO, SVO, VA and VFA | 30 |
| 10 | 26-03-18 to 27-03-18 | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr. Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS10 | DEALING PADDY & WET LAND CASES | Dy. Collectors, Tahsildars, Spl. Tahsildars, Clerks, VOs, SVOs & VAs | 30 |
| | | ILDMCTPS13 | LAND ACQUISITION | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, SVOs, Clerks dealing Land Acquisition files | 30 |
| 11 | 29-03-18 to 30-03-18 | ILDMCTPS08 | FOUNDATION COURSE IN DISASTER MANAGEMENT | Dy. Collectors, Tahsildars, Dy. Tahsildars, RIs, HCs, VOs, SVOs, Sr. Clerks, Clerks, VAs & VFAs | 30 |
| | | ILDMCTPS09 | DEALING CASES OF MINOR MINERAL EXTRACTION AND TRANSPORT | Dy. Collectors/Tahsildars/Dy. Tahsildars/VOs, SVOs & VAs | 30 |
| | | ILDMCTPS16 | PROTECTION OF PUBLIC LANDS | Dy. Collectors/ Tahsildars/ Dy. Tahsildars/VOs, SVOs, VAs and VFA | 30 |

CENTRALISED COURSES AT ILDM

Course code: ILDMCTPS01

Officers to be deputed :

**Dy. Tahsildars/
Junior Superintendents**

GOVERNMENT PROCESS RE-ENGINEERING

| Day 1 | |
|----------------------|---|
| Timings | Topic |
| 9:30 - 10:30 | Registration of the participants |
| 10:30 - 10:45 | Session 1: Introduction Welcome to the training course Getting to know the participants – Personal introductions and objectives Introduction to the training course objectives Understanding participant expectations |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session 2: Understanding Government Processes & Service Quality Defining Government Process Re-engineering GPR & e-Governance versus IT enablement Defining Service Quality |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session 3: Expected quality Vs inefficient delivery of services Exercise on identifying Service Quality components <u>Identification of problems in service delivery in the Department – Group Activity by the Participants</u> |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session 4: Exercise on Service Quality & Defining a Problem Statement |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:30 | Session 1: Preparation of Process Maps High-level Process Mapping Flowcharting / activity level process mapping Identifying problem / improvement areas |

COURSE CODE: ILDMCTPS02

Officers to be deputed :

**Tahsildar/Dy.Tahsildars/
SS/JS**

**GOOD GOVERNANCE AND
ETHICS IN ADMINISTRATION**

| | |
|----------------------|--|
| 11:30 – 11:45 | TEA BREAK |
| 11:45 – 13:00 | <p>Session 2: Defining the vision for GPR</p> <p>Defining the vision for GPR Major components of GPR Constraints in GPR execution Impact of existing Laws and Rules on the project</p> |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | <p>Session 3: Process Mapping Workshop</p> <p>Process mapping at activity level continued Identification of problem / improvement areas Presentation on the process mapped Explanation of problem / improvement areas identified 'Cause' and 'Effect' analysis in a Government process environment Understanding the 'Effect' which needs to be improved and the 'Causes' which impact it Tools in Cause & Effect analysis – History & Usage Class room exercise: create a cause & effect diagram for an identified issue</p> |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 16:30 | <p>Session 4: Presentation by Groups – As is & To Be Processes on the identified problems, Advantages of To Be, Challenges for To Be & legal/administrative changes to bring in the change</p> |
| 16:30 – 17.00 | Feedback from trainees |

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 – 10:45 | Session 1: Introduction Welcome to the training course |
| 10:45 – 11:00 | TEA BREAK |
| 11:00 – 13:00 | Session - 2 Understanding the importance of Good Governance and Ethics in Administration |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 17:00 | Session - 3 & 4 (with Tea Break between 15:30 - 15:45) Role of Officials in creating people friendly offices |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 Managing Stress and Time Management (with a tea break between 11:15 - 11:30) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Zone wise Group Activity - " The office in my dreams ". [South Zone: TVM, KLM, ALY, KTM Central Zone: PTA, IDK, EKM, TCR, PKD North Zone: MLPM, KKD, WYD, KNR, KSGD] |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Self evaluation by Trainees |

COURSE CODE: ILDMCTPS03

Officers to be deputed : Newly Recruited Deputy Collectors Clerks, VFA

INDUCTION TRAINING

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Session - 1 Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Understanding the importance of protection of public lands (section 3, 4, rule 4) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Group Activity - preparation of mahazar & 'A' Form |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentation by the groups |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 Step wise procedure for assignment of land on registry and lease (with a tea break between 11:15 - 11:30) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 16:15 | Session - 3 & 4 Chain survey training for determining area under assignment & preparation of mahazar, Village Officer's verification report (with a tea break between 15:30 - 15:45) |
| 16:15 - 17:00 | Presentation |
| Day 3 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:15 | Session - 1 Basic Ethics in administration |
| 11:15 - 11:30 | TEA BREAK |
| 11:30 - 13:00 | Session - 2 Stress management in office environment through yoga |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 17:00 | Session - 3 & 4 Management games (with a tea break between 15:30 - 15:45) |

| Day 4 | |
|---------------|--|
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:15 | Session - 1 Dealing cases under wet and paddy land |
| 11:15 - 11:30 | TEA BREAK |
| 11:30 - 13:00 | Session - 2 Dealing cases under KMMC Rules 2015 |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Assessment of Basic Tax and Plantation Tax |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Assessment of Kerala Building Tax |
| Day 5 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:30 | Session - 1 Effective Revenue Recovery |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Preparation, serving, affixing and publication of notices under various Acts & Rules |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Disaster Management |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Evaluation by trainees |

Course Code: ILDMCTPS04

Officers to be Deputed:

**Prospective V.O's, Tahsildars &
Deputy Collectors**

REFRESHER TRAINING

| Day 1 | |
|---------------|---|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 11:15 | Session - 1 Introduction Welcome to the training course Pre Training evaluation |
| 11:15 - 11:30 | TEA BREAK |
| 11:30 - 13:00 | Session - 2 Conservation of public lands |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Preparation of different mahazars |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Chain survey practical |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:30 | Session - 1 Effective revenue recovery |
| 11.30 - 11.45 | TEA BREAK |
| 11.45 - 13.00 | Session - 2 Assessment of building tax |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15.30 | Session - 3 Assessment of basic tax and plantation tax |
| 15.30 -15.45 | TEA BREAK |
| 15.45 - 17.00 | Session - 4 Preparation, serving, affixing and publication of notices under various Acts and Rules |
| Day 3 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:15 | Session - 1 |

| | Dealing cases under paddy and wetland |
|----------------|--|
| 11:15 - 11:30 | TEA BREAK |
| 11:30 - 13:00 | Session - 2 Dealing cases under KMMC Rules, 2015 |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15: 30 | Session - 3 Transfer of registry |
| 15.30 - 15.45 | TEA BREAK |
| 15.45 - 17.00 | Session - 4 Booking of Ceiling Rules & Report to Land Tribunal |
| Day 4 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:15 | Session - 1 Online PV - Practical |
| 11:30 - 13:00 | Session - 2 Basic ethics in administration |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 & 4 Vigilant Kerala [with a tea break between 15:30 - 15:45] |
| Day 5 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:30 | Session - 1 Disaster Management [Practical] |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Prohibitive land transfers |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Post training evaluation |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Photo session and certificate distribution |

COURSE CODE: ILDMCTPS05

Officers to be deputed:

**RDOs, ADMs, Bench Clerks of
RDO Office, Magisterial Clerks
of Collectorates**

CrPC and EXECUTIVE MAGISTRATES

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Discussion on CrPC 20(1), CrPC 44 (1),(2), 58, 59, 71 & 78 |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Using web as a tool for reference (Practicals) |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Discussion on CrPC - 80, 81(1), 93 (1), 94(1), 97 & 98 |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 11:30 | Session - 1 Discussion on CrPC - 103, 107, 108, 116, 109 & 110 |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Discussion on CrPC - 129, 133 & 144, 111-124 |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Drafting of Orders/Proceedings |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Self evaluation by Trainees |

COURSE CODE: ILDMCTPS06

Officers to be deputed:

Tahsildars/Dy.Tahsildars/ JS/SS

MAHAZAR, NOTICE, INQUEST etc.

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Confiscation, Seizure, Assessment of Articles & Stop memo (Do's & Don'ts) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 17:00 | Session - 3 & 4 (with a tea break between 15:30 - 15:45) Inquest, Exhumation & Mahazar |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 (with a tea break between 11:15 - 11:30) Issue of license under Explosives Act, Gun licenses and action to be taken on violations of Rules |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Practical- Assessment of confiscated sand/metal/earth/wood |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Self evaluation by Trainees |

COURSE CODE: ILDMCTPS07

Officers to be deputed: Dy.Tahsildars/JS and above/
clerks of sections concerned

**KSR & KSSR, KFC, KCS & CCA Rules, KGSC Rules,
PURCHASES, RECORDS & TENDERS**

| Day 1 | |
|----------------|---|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 KCS & CCA Rules and Basic KSR |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 17:00 | Session - 3 & 4 (with a tea break between 15:30 - 15:45) KSSR and Kerala Government Service Conduct Rules |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 11:30 | Session - 1 Basic KFC |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Purchase Manual and Quotation, Basic Tendering process & E-Tender |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Records Management & District Office Manual |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Self evaluation by Trainees |

COURSE CODE: ILDMCTPS08

Officers to be deputed: Dy.Collectors, Tahsildars,
Dy.Tahsildars, RIs, HCs,
VOs, SVOs, Sr. Clerks,
Clerks, VAs & VFAs

FOUNDATION COURSE IN DISASTER MANAGEMENT

| Day 1 | |
|----------------|---|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction ❖ Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Disaster Management Systems in Kerala |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Practical sessions in Rescue operations |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Emergency response and management : Principles and concepts |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 11:30 | Session - 1 Natural Hazards in Kerala |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Human induced disasters |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Practical session in medical assistance |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Principles and practices of Disaster Victim assistance |

Course Code: ILDMCTPS09

Officers to be deputed:

Dy.Collectors, Tahsildars,
Dy.Tahsildars, VOs, SVOs, VAs

**DEALING CASES OF MINOR MINERAL EXTRACTION AND
TRANSPORT**

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Session - 1 Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 An overview of KMMC Rules 2015 |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 17:00 | Session - 3 & 4 Role of revenue officials in dealing with cases under KMMC Rules 2015 (with a tea break between 15:30 - 15:45) |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 An overview of Kerala Minerals (prevention of illegal mining, storage and transportation) Rules 2015 and role of revenue officials (with a tea break between 11:15 - 11:30) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Practical - preparation of mahazar and valuation of confiscated articles |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentations by groups |

COURSE CODE: ILDMCTPS10

Officers to be deputed:

Dy.Collectors, Tahsildars,
Spl.Tahsildars, Clerks, VOs,
SVOs & VAs

DEALING PADDY & WET LAND CASES

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction ❖ Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Importance of protection of Paddy land in Kerala |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Preparation of data bank and dealing conversion requests under Paddy and Wetland Act. |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Web as a tool for managing the cases |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 (with Tea Break between 11:15 - 11:30) Role of Different Revenue Officials under the KLU order & Paddy and Wetland Act |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Practical - Preparing Mahazar during seizure and confiscation of vehicles from paddy land |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentation and Self evaluation by Trainees |

Course Code: ILMCTPS11

Officers to be deputed:

Taluk Land Board Chairmen,
Addl.Tahsildars, Authorised
officers and Bench Clerks

EXECUTIVE TRAINING PROGRAMME FOR TALUK LAND

BOARD CHAIRMEN & BENCH CLERKS

| Day 1 | |
|---------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of the participants |
| 10:30 – 10:45 | Session 1: Introduction Welcome to the training course Getting to know the participants – Personal introductions and objectives Introduction to the training course objectives Understanding participant expectations |
| 10:45 – 11:00 | TEA BREAK |
| 11:00 – 13:00 | Session 2: Introduction to Land Reforms in the State State of Land Reforms measures in India and Kerala A brief introduction about the background of KLR Act, 1963 Implementation of KLR Act- Has it served the purpose fully? The importance of TLB in solving landlessness issue in the State Genesis and constitution of TLBs |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 – 15:30 | Session 3: Roles and Functions of a TLB Chairman Identifying the excess land holders: Ways and means Booking of a new case against the excess land holders Serving of notice to file draft statement Office procedures while filing the case |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 – 17:00 | Session 4: <u>Identification of excess land from the given details of land owners – [Group Activity]</u> |

| Day 2 | |
|---------------|---|
| 10:00 – 10:15 | Recap of previous day's sessions |
| 10:15 – 11:30 | Session 1: Preparation of Draft Order Report from Authorized Officer [AO] The speaking order: The need and the essential components |
| 11:30 – 11:45 | TEA BREAK |
| 11:45 –13:00 | Session 2: Preparation of Draft Order [Contd..] Exemptions under KLR Act, 1963 Identifying excess land Constraints owing to changes in policies of Government Issuing/serving of Draft Order to the land holder |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session 3: Role play on a TLB Court [Group activity] Issuing of notice for hearing to all the concerned including TLB Members [Time/Venue] Roll Call by the Bench Clerk Notings in the Order Sheet Perusal and marking of material records and submissions in support of objections The trial Maintenance of decorum of Court Taking of oral evidence |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 16:30 | Session 4: Role play on a TLB Court [Contd..]: <u>Reciting the final TLB order by the Chairman, TLB in the Court [Group activity]</u> |
| 16.30 – 17.00 | Feedback from trainees |

Course Code: ILDMCTPS12

Officers to be deputed:

Tahsildars, HMOs, RIs &
Clerks of Land Tribunal
Offices

DEALING CASES AT LAND TRIBUNAL

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Session - 1 Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Introduction to land reforms in the State with special emphasis on Tenancy Rules |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Roles and functions of Land Tribunal |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:30 | Session - 4 Preparation of authorized officer's report - practical - group activity |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 Preparation of draft order (with a tea break between 11:15 - 11:30) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Role play on a "Land Tribunal court"- group activity |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Evaluation |

COURSE CODE: ILDMCTPS13

Officers to be deputed:

Dy. Collectors, Tahsildars,
Dy. Tahsildars, RIs, SVOs,
Clerks dealing Land
Acquisition files

LAND ACQUISITION

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Differentiating Act of 1894 Vs Act of 2013 |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Understanding the importance of Land Acquisition |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Visit to a Land Acquisition site and interaction with the stakeholders (Field visit) |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 11:30 | Session - 1 Preparation of Process Map in Land Acquisition & Identification of problems associated with each process stage |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Group Activity by the Participants (Zone wise) [South Zone: TVM, KLM, ALY, KTM Central Zone: PTA, IDK, EKM, TCR, PKD North Zone: MLPM, KKD, WYD, KNR, KSGD] |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Negotiation and conflict resolution |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentation by Groups (zone wise) - As is & To be processes on the identified problems, advantages of To Be, challenges of To Be legal/administrative changes for the change in activities. |

Course Code: ILDMCTPS14

Officers to be deputed:

Staff of Special LA offices of
Idukki and Thrissur

LAND ASSIGNMENT UNDER 1993 SPECIAL RULES

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Session - 1 Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 History of Assignment of Forest Land with special emphasis on 1993 Special Rules |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Preparation of joint verification report and scrutiny of documents for assessing date of occupation - practical |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentation - group activity |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 Step wise procedure in dealing LA application under 1993 Special Rules (with a tea break between 11:15 - 11:30) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Do's & Don'ts in assignment on registry under 1993 Special Rules |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Evaluation by trainees |

COURSE CODE: ILDMCTPS15

Officers to be deputed:

Dy.Collectors/ Tahsildars/
Dy.Tahsildars/ Clerks dealing
Land Assignment files in
Taluk, RDO Offices and
Collectorates

LAND ASSIGNMENT

| Day 1 | |
|----------------|---|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 15:30 | Session - 2 & 3 (with Lunch Break between 13:00 - 14:00) Assignment on Registry/lease/license under different Rules of KLA Act 1960 |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Practical - Chain survey training |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 13:00 | Session - 1 & 2 (with Tea Break between 11:15 - 11:30) Assigning Government Lands in Panchayat and Municipality areas - step wise procedure |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 16:00 | Session - 3 1. Preparation of Mahazar while assigning Government Land 2. Preparation of Order of Assignment & Pattayam |
| 16:00 - 16:15 | TEA BREAK |
| 16:15 - 17:00 | Session - 4 Self evaluation by Trainees |

Course Code: ILDMCTPS16

Officers to be deputed:

Dy.Collectors, Tahsildars,
Dy.Tahsildars, Clerks, VO's,
SVOs, VAs & VFA

PROTECTION OF PUBLIC LANDS

| Day 1 | |
|---------------|---|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Session - 1 Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Public lands and the importance of protecting public lands |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 17:00 | Session - 3 & 4 (with a tea break between 15:30 - 15:45) How to prepare sketch and mahazar of an encroached Government land Preparation of sketch and mahazar of an encroached Government land |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:30 | Session - 1 Familiarisation of Form A, AA, B, C, CC and D |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Serving of notices - Dos and Don'ts |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Preparation of Form A, AA, B, C, CC and D - Practical - Group activity |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentation and self-evaluation by the trainees |

COURSE CODE: ILDMCTPS17

Officers to be deputed:

Dy.Collectors/ Tahsildars/
Dy.Tahsildars/RIs dealing RR,
VOs, SVOs, Clerk's, VAs & VFAs

EFFECTIVE REVENUE RECOVERY

| Day 1 | |
|---------------|---|
| Timings | Topic |
| 9:30 - 10:30 | Registration of participants |
| 10:30 - 10:45 | Session 1: Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Introduction to Revenue Recovery |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Methods of Revenue Recovery |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Steps in Revenue Recovery Process - Movable Assets |
| Day 2 | |
| 10:00 - 10:15 | Recap of Previous Day's sessions |
| 10:15 - 11:30 | Session - 1 Steps in Revenue Recovery Process - Immovable Assets |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Dealing court notices/cases |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Practical Training on Revenue Recovery online Software and Measuring of properties using chain/tape |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Section 65 and appointment of agents |

Course Code: ILDMCTPS18
Officers to be deputed:

**Dy.Collectors, Tahsildars,
Dy.Tahsildars, Clerks, VOs,
SVOs, VAs & VFAs**

KERALA BUILDING TAX & PLANTATION TAX

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Session - 1 Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2& 3 An overview of Kerala Building Tax Act 1973 and assessment of Taxable buildings |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 17:00 | Session - 4 Practical - assessment of Building Tax (with a tea break between 15:30 - 15:45) |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:15 | Session - 1 An overview of Kerala plantation tax (Additional tax) Act, 1960 |
| 11:15 - 11:30 | TEA BREAK |
| 11:30 - 13:00 | Session - 2 Preparation of verification report and assessment of plantation tax |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Calculation of plantation tax - group activity |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentation by the participants |

Course Code: ILDMCTPS19
COLLABORATIVE LAND GOVERNANCE

| Day 1 | |
|----------------|--|
| Timings | Topic |
| 9:30 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Session - 1 Introduction Welcome to the training course |
| 10:45 - 11:00 | TEA BREAK |
| 11:00 - 13:00 | Session - 2 Importance of protecting public lands and don'ts in Transfer of Registry |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Private lands its survey, demarcation and settlement |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Private lands its survey, demarcation and settlement (contd..) |
| Day 2 | |
| 10:00 - 10:15 | Recap of previous day's sessions |
| 10:15 - 11:30 | Session - 1 Prohibitory land transactions |
| 11:30 - 11:45 | TEA BREAK |
| 11:45 - 13:00 | Session - 2 Registration of properties and transactions entered in Book 1 (contd...) |
| 13:00 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 3 Preparation of ideal process flow in online Transfer of Registry - Practical |
| 15:30 - 15:45 | TEA BREAK |
| 15:45 - 17:00 | Session - 4 Presentation and self-evaluation by the trainees |

Course Code: ILDMCTPS20
EXECUTIVE TRAINING ON LAND GOVERNANCE

| Day 1 | |
|----------------|---|
| Timings | Topic |
| 10:00 - 10:30 | Registration of Participants |
| 10:30 - 10:45 | Inauguration by Director, ILDM |
| 10:45 - 11:00 | Photo session & Tea Break |
| 11:00 - 11:15 | Pre-training evaluation |
| 11:15 - 13:15 | Session - 1 The basic land governance principles and practices |
| 13:15 - 14:00 | LUNCH BREAK |
| 14:00 - 15:30 | Session - 2 The basic land governance principles and practices (Contd...) |
| 15:30 - 15:45 | Post training evaluation |
| 15:45 - 16:00 | TEA BREAK |
| 16:00 - 16:15 | Felicitation of "Best Trainee" and the "Best Trained Official" by Director, ILDM |
| 16:15 onwards | Visit to the nearest Village Office for familiarization of Registers connected with revenue administration |