

Course code: ILDMCTPS01

Officers to be deputed :

Dy. Tahsildars/
Junior Superintendents
(Below 50 years)

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 –</u> <u>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

11:30 – 11:45	TEA BREAK
11:45 – 13:00	Session 2: Defining the vision for GPR Defining the vision for GPR Major components of GPR Constraints in GPR execution Impact of existing Laws and Rules on the project
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session 3: Process Mapping Workshop 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
15:30 - 15:45	TEA BREAK
15:45 - 16:30	Session 4: <u>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</u>
16:30 – 17.00	Feedback from trainees

COURSE CODE: ILDMCTPS02

Officers to be deputed :

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

GOOD GOVERNANCE AND
ETHICS IN ADMINISTRATION

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 :****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

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 Sri. Radhakrishnan
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Preparation of different mahazars Sri. Sreekandan Nair
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Preparation, serving, affixing and publication of notices under various Acts and Rules Sri. Sreekandan Nair

Day 2	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:30	Session - 1 Effective revenue recovery Sri. Rahim
11.30 - 11.45	TEA BREAK
11.45 - 13.00	Session - 2 Assessment of basic tax and plantation tax Sri. Rahim
13:00 - 14:00	LUNCH BREAK
14:00 - 15.30	Session - 3 Assessment of building tax Sri. C.R.Krishnakumar
15.30 -15.45	TEA BREAK
15.45 - 17.00	Session - 4 Chain survey practical Sri. Somasekharan Nair
Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	Session - 1 Dealing cases under paddy and wetland Sri. Rahim
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

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: ILDMCTPS11

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, VOs,
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, 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

COURSE CODE: ILDMCTPS 21**Officers to be deputed:****Clerks /VO/RI/JS/DT/Addl.****Tahasildar****TRAINING ON JAMABANDHI**

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 Conducting Jamabandhi in Revenue Offices
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	Session - 3 & 4 Registers Related to Jamabandhi Process (with a tea break between 15:30)
Day 2	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 13:00	Session - 1 & 2 Preparation of Check Memo Connected with Jamabandhi operations (with a tea break between 11:15 - 11:30)
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	Session 3&4 Computerized Jamabandhi Operations (with a tea break between 15:30)