

Programme Calendar

For the Month of April 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	No. of Participants
1	02-04-18 to 05-04-18	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS	Dy. Tahsildar/JS and above/Clerks of sections concerned	30
2	02-04-18 to 03-04-18	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
3	04-04-18 to 05-04-18	ILDMCTPS14	LAND ASSIGNMENT UNDER 1993 SPECIAL RULES	Staff of Spl. LA Offices of Idukki & Thrissur	30
		ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
4	09-04-18 to 13-04-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFA	30
5	09-04-18 to 10-04-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/VOs/ SVOs/VFAs	30
6	09-04-18 to 11-04-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectrates	30
7	12-04-18 to 13-04-18	ILDMCTPS01	GOVERNMENT PROCESS RE-ENGINEERING	Tahsildar/Dy. Tahsildar/SS/JS	30
		ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	
8	16-04-18 to 20-04-18	ILDMCTPS04-A	REFRESHER TRAINING	Prospective Dy. Collectors.	30
9	16-04-18 to 18-04-18	ILDMCTPS11	MANAGING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
10	17-04-18 to 18-04-18	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/ Clerks dealing Land Assignment files in Taluk/RDO offices & Collectrates	30
		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/ HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
11	23-04-18 to 27-04-18	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
12	23-04-18 to 24-04-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFAs	30
		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/ SVOs/ VAs/VFAs	30
13	25-04-18 to 26-04-18	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30

Programme Calendar For the Month of **May** 2018

Programme Calendar For The Month Of May 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total Participants
1	02-05-18 to 05-05-18	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS	Dy. Tahsildar/JS and above/ Clerks of sections concerned	30
2	02-05-18 to 03-05-18	ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars /Clerks/VOs/SVOs & VAs	30
3	04-05-18 to 05-05-18	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectrates	30
		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars /JS/RIs/VOs/Clerks	30
4	07-05-18 to 11-05-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFAs	30
5	07-05-18 to 09-05-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectrates	30
6	10-05-18 to 11-05-18	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
7	14-05-18 to 18-05-18	ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30
8	14-05-18 to 15-05-18	ILDMCTPS12	MANAGING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIs & Clerks of Land Tribunal Offices	30
9	16-05-18 to 17-05-18	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectrates	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
10	21-05-18 to 25-05-18	ILDMCTPS22	SOFT SKILL	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
11	21-05-18 to 22-05-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VO's/ SVO's/VFAs	30
12	23-05-18 to 24-05-18	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks / VO's/ SVO's/ VAs and VFAs	30
		ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
13	28-05-18 to 29-05-18	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VO's/SVO's/VAs/VFAs	30
14	30-05-18 to 31-05-18	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
		ILDMCTPS23	RIVER MANAGEMENT	Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RMF.	30

Programme Calendar For the Month of June 2018

Programme Calendar For The Month Of Jun 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	No. of Participants
1	04-06-18 to 08-06-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFAs	30
2	04-06-18 to 06-06-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
3	04-06-18 to 05-06-18	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
4	06-06-18 to 07-06-18	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
5	11-06-18 to 14-06-18	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS	Dy. Tahsildar/JS and above/Clerks of sections concerned	30
6	11-06-18 to 13-06-18	ILDMCTPS11	MANAGING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/Addl. Tahsildars/Authorised Officers & Bench Clerks	30
7	11.06.2018 to 12.06.2018	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
8	13-06-18 to 14-06-18	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VO/ SVOs/ VAs/VFAs	30
9	18-06-18 to 22-06-18	ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30
10	18-06-18 to 19-06-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VO/ SVO/ VAs & VFAs	30
11	20-06-18 to 21-06-18	ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
12	25-06-18 to 29-06-18	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
13	25-06-18 to 26-06-18	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VO/ SVO/ VAs/VFAs	30
14	27-06-18 to 28-06-18	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/ Clerks/VAs & VFAs	30

Programme Calendar For the Month of **July** 2018

Programme Calendar For The Month Of July 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	02-07-18 to 05-07-18	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDERS	Dy. Tahsildar/JS and above/ Clerks of sections concerned	30
2	02-07-18 to 04-07-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectrates	30
3	05-07-18 to 06-07-18	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/ SVOs/Clerks dealing Land Acquisition files	30
4	09-07-18 to 13-07-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFAs	30
5	09-07-18 to 10-07-18	ILDMCTPS12	MANAGING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
6	11-07-18 to 12-07-18	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/VOs/ SVOs/VAs/VFAs	30
		ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/ Clerks dealing Land Assignment files in Taluk/RDO offices & Collectrates	30
		ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
7	16-07-18 to 20-07-18	ILDMCTPS04-A	REFRESHER TRAINING	Prospective Deputy Collectors	30
8	16-07-18 to 17-07-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
9	18-07-18 to 19-07-18	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
10	23-07-18 to 27-07-18	ILDMCTPS22	SOFT SKILL	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
11	23-07-18 to 24-07-18	ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
12	25-07-18 to 26-07-18	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/VOs/ SVOs/VAs/VFAs	30
		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
13	30-07-18 to 03-08-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFAs	30
14	30-07-18 to 01-08-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectrates	30

Programme Calendar For the Month of Aug 2018

Programme Calendar For the Month of August 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	02-08-18 to 03-08-18	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
2	06-08-18 to 10-08-18	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
3	06-08-18 to 09-08-18	ILDMCTPS07	KSR, KSSR, KFC, & CCA RULES, KGSC RULES, PURCHASE RECORDS & TENDERS	Dy. Tahsildar/JS and above/ Clerks of sections concerned	30
4	06-08-18 to 08-08-19	ILDMCTPS11	MANAGING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
5	09-08-18 to 10-08-18	ILDMCTPS01	GOVERNMENT PROCESS RE-ENGINEERING	Tahsildar/Dy. Tahsildars/SS/JS	30
		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars /RIs/SVOs/Clerks dealing Land Acquisition files	30
6	13-08-18 to 14-08-18	ILDMCTPS18	KERALA BUILDING TAX AND PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
7	16-08-18 to 17-08-18	ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30

Programme Calendar

For the Month of **Sept** 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	03-09-18 to 07-09-18	ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30
2	03-09-18 to 06-09-18	ILDMCTPS07	KSR, KSSR, KFC, & CCA RULES, KGSC RULES, PURCHASE RECORDS & TENDERS	Dy. Tahsildar/JS and above/ Clerks of sections concerned	30
3	03-09-18 to 05-09-18	ILDMCTPS05	CRPC AND EXECUTIVE MAGISTRATE	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
4	06-09-18 to 07-09-18	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
		ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
5	10-09-18 to 14-09-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFAs	30
6	10-09-18 to 11-09-18	ILDMCTPS12	MANAGING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
		ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SEO's & VAs	30
7	12-09-18 to 13-09-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
8	18-09-18 to 19-09-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
9	24-09-18 to 28-09-18	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
10	24-09-18 to 25-09-18	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VAs/VFAs	30
11	26-09-18 to 27-09-18	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30

Programme Calendar For the Month of Oct 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	03-10-18 to 06-10-18	ILDMCTPS07	KSR, KSSR, KFC, & CCA RULES, KGSC RULES, PURCHASE RECORDS & TENDERS	Dy. Tahsildars/JS and above/ Clerks of sections concerned	30
2	03-10-18 to 05-10-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
3	03-10-18 to 04-10-18	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
4	05-10-18 to 06-10-18	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/ Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
5	08-10-18 to 12-10-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFAs	30
		ILDMCTPS04-A	REFRESHER TRAINING	Prospective Deputy Collectors	30
6	08-10-18 to 10-10-18	ILDMCTPS11	MANAGING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
7	08-10-18 to 09-10-18	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
8	10-10-18 to 11-10-18	ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SEOs & VAs	30
9	15-10-18 to 16-10-18	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
		ILDMCTPS14	LAND ASSIGNMENT UNDER 1993 SPECIAL RULES	Staff of Spl. LA Offices of Idukki & Thrissur	30
		ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VOs/ SVOs/VFAs	30
10	22-10-18 to 26-10-18	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
11	22-10-18 to 23-10-18	ILDMCTPS01	GOVERNMENT PROCESS RE-ENGINEERING	Tahsildar/Dy. Tahsildars/SS/JS	30
12	24-10-18 to 25-10-18	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Dy. Collectors/Tahsildars/Dy. Tahsildars/ Clerks/ VOs/ SVOs/ VAs/VFAs	30
		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
13	29-10-18 to 02-11-18	ILDMCTPS22	SOFT SKILL	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
14	29-10-18 to 01-11-18	ILDMCTPS07	KSR, KSSR, KFC, & CCA RULES, KGSC RULES, PURCHASE RECORDS & TENDERS	Dy. Tahsildar/JS and above/ Clerks of sections concerned	30
15	29-10-18 to 31-10-18	ILDMCTPS11	MANAGING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
16	29-10-18 to 30-10-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VOs/ SVOs/VFAs	30
17	31-10-18 to 01-11-18	ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30

Programme Calendar

For the Month of **Nov** 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	07-11-18 to 09-11-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
2	07-11-18 to 08-11-18	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
		ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
3	12-11-18 to 16-11-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFA	30
		ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30
4	12-11-18 to 13-11-18	ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SEOs & VAs	30
5	14-11-18 to 15-11-18	ILDMCTPS12	MANAGING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
6	21-11-18 to 22-11-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VOs/ SVOs/VFAs	30
		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
7	23-11-18 to 24-11-18	ILDMCTPS16	PROTECTION OF PUBLIC LAND	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
8	26-11-18 to 30-11-18	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
9	26-11-18 to 27-11-18	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/VOs/ SVOs/ VAs/ VFA	30
10	28-11-18 to 29-11-18	ILDMCTPS16	PROTECTION OF PUBLIC LAND	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30

Programme Calendar

For the Month of Dec 2018

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	03-12-18 to 06-12-18	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER	Dy. Tahsildar/JS and above/Clerks of sections concerned	30
2	03-12-18 to 05-12-18	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
3	06-12-18 to 07-12-18	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
		ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
4	10-12-18 to 14-12-18	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFA	30
	10-12-18 to 12-12-18	ILDMCTPS11	MANAGING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
6	13-12-18 to 14-12-18	ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
7	17-12-18 to 21-12-18	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
8	17-12-18 to 18-12-18	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VOs/ SVOs/VFAs	30
9	19-12-18 to 20-12-18	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/ VAs/VFAs	30
10	27-12-18 to 28-12-18	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars /Clerks/VOs/SVOs/VAs/VFAs	30
		ILDMCTPS01	GOVERNMENT PROCESS RE-ENGINEERING	Tahsildar/Dy. Tahsildars/SS/JS	30
		ILDMCTPS23	RIVER MANAGEMENT	Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RMF.	30

Programme Calendar

For the Month of **Jan** 2019

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	31-12-18 to 01-01-19	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
2	03-01-19 to 05-01-19	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
3	03-01-19 to 04-01-19	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
4	07-01-19 to 11-01-19	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFA	30
5	07-01-19 to 10-01-19	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER	Dy. Tahsildars/JS and above/Clerks of sections concerned	30
6	07-01-19 to 08-01-19	ILDMCTPS12	MANAGING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
7	10-01-19 to 11-01-19	ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars /Clerks/VOs/SVOs & VAs	30
		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
8	14-01-19 to 18-01-19	ILDMCTPS04-A	REFRESHER TRAINING	Prospective Deputy Collectors	30
9	14-01-19 to 15-01-19	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/ VOs/ SVOs/ VAs/VFAs	30
		ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFAs	30
10	16-01-19 to 17-01-19	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
11	21-01-19 to 25-01-19	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VO's	30
12	21-01-19 to 22-01-19	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/ VOs/ SVOs/ VAs/VFAs	30
13	23-01-19 to 24-01-19	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/SVOs/VAs/VFAs	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
14	28-01-19 to 01-02-19	ILDMCTPS22	SOFT SKILL	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
15	28-01-19 to 29-01-19	ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
		ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFAs	30
16	30-01-19 to 31-01-18	ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30

Programme Calendar

For the Month of Feb 2019

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	04-02-19 to 07-02-19	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER	Dy. Tahsildar/JS and above/ Clerks of sections concerned	30
2	04-02-19 to 06-02-19	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
3	07-02-19 to 08-02-19	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
		ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
4	11-02-19 to 15-02-19	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFAs	30
5	11-02-19 to 13-02-19	ILDMCTPS11	MANAGING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/Addl. Tahsildars/Authorised Officers & Bench Clerks	30
6	11-02-19 to 12-02-19	ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/ VOs/SVOs & VAs	30
7	14-02-19 to 15-02-19	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/ SVOs/Clerks dealing Land Acquisition files	30
8	18-02-19 to 22-02-19	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
9	18-02-19 to 19-02-19	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
10	20-02-19 to 21-02-19	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/ HCs/VOs/SVOs/Sr. Clerks/ Clerks/ VAs & VFAs	30
		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/ VOs/SVOs/VAs and VFAs	30
12	25-02-19 to 26-02-19	ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/SVOs/VAs/VFAs	30

Programme Calendar For the Month of **Mar** 2019

Programme Calendar For the Month of March 2019

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	04-03-19 to 07-03-19	ILDMCTPS07	KSR, KSSR, KFC & CCA RULES, KGSC RULES AND PURCHASE RECORDS & TENDER	Dy. Tahsildar/JS and above/ Clerks of sections concerned	30
2	04-03-19 to 06-03-19	ILDMCTPS05	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
3	04-03-19 to 05-03-19	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
4	06-03-19 to 07-03-19	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
5	11-03-19 to 15-03-19	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited Clerks/VFA	30
6	11-03-19 to 13-03-19	ILDMCTPS12	MANAGING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIs & Clerks of Land Tribunal Offices	30
		ILDMCTPS10	MANAGING CASES UNDER KERALA CONSERVATION OF PADDY LAND & WET LAND ACT 2008	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
7	13-03-19 to 14-03-19	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
8	18-03-19 to 22-03-19	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
9	18-03-19 to 19-03-19	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
10	20-03-19 to 21-03-19	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/ HCs/VOs/SVOs/Sr. Clerks/ Clerks/ VAs & VFAs	30
		ILDMCTPS21	JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
11	25-03-19 to 26-03-19	ILDMCTPS23	RIVER MANAGEMENT	Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RMF.	30
		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/ Clerks/VOs/ SVOs/VAs and VFAs	30
12	27-03-19 to 28-03-19	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/SVOs/VAs/VFAs	30
		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30

Course code: ILDMCTPS01

Officers to be deputed : Tahsildar/Dy.Tahsildars/SS/JS

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 Service Identification & prioritization
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 Identification of problems in service delivery in the Department – Group Activity by the Participants
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: Presentation by Groups – As is & To Be Processes on the identified problems,
16:30 – 17:00	Feedback from trainees

COURSE CODE: ILDMCTPS0 2

Officers to be deputed : Tahsildar/Dy.Tahsildars/
SS/JS /VO

People Friendly 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 People Friendly 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 - 11:15	Session - 1 Introduction Welcome to the training course
11:15 - 11:30	TEA BREAK
11:30 - 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 –Land Conservancy MMDR & Preparation of 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,
16:15 - 17:00	Presentation

Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	Session - 1 People Friendly Administration, Basic Ethics in Administration
11:15 - 11:30	TEA BREAK
11:30 - 13:00	Session - 2 An overview of Govt. Accounts audit , clearance of Audit Paras & PAC
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	Session - 3 & 4 DOM, PR & File writing (with a tea break between 15:30 - 15:45)
Day 4	
09:00 - 09:15	Recap of previous day's sessions
09:15 - 10:15	Session - 1 Disaster Management
10:15 - 11:15	Session - 2 Managing cases under The Kerala conservation of paddy land and wet land Act 2008 , KMMC Rules 2015 and KMPIMST Rules 2015
11:15 - 11:30	TEA BREAK
11:30 - 13:00	Session - 3 RTI & RTS
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 4 Assessment of Basic Tax and Plantation Tax
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 5 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 - 16:45	Session - 3 & 4 Certificates (with a tea break between 15:30 - 15:45)
16:45 - 17:00	Session - 5 Evaluation by trainees

Course Code: ILDMCTPS04 A

Officers to be deputed

Prospective 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 Preparation, serving, affixing and publication of notices under various Acts and Rules
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 basic tax and plantation tax
13:00 - 14:00	LUNCH BREAK
14:00 – 15.30	Session - 3 Assessment of building tax
15.30 -15.45	TEA BREAK

15.45 – 17.00	Session - 4 Managing cases under The Kerala conservation of paddy land and wet land Act 2008, KMMC Rules 2015 KMPIMST Rules 2015
Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	Session - 1 Land assignment
11:15 - 11:30	TEA BREAK
11:30 - 13:00	Session - 2 Lease
13:00 - 14:00	LUNCH BREAK
14:00 - 15: 30	Session - 3 Transfer of registry, Prohibitive Land Transfer
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 - 13:00	Session – 1 & 2 Relis, e- District, e- Payment, RR online [with a tea break between 11:30 - 11:45]
13:00 - 14:00	LUNCH BREAK
14:00- 15.30	Session - 3 Basic ethics in administration, People Friendly Administration
15.30 -15.45	TEA BREAK
15.45- 17:00	Session - 4 Vigilant Kerala

Course Code: ILDMCTPS04 B

Officers to be deputed

Prospective Tahsildars

REFRESHER TRAINING

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 RTI, RTS
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

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 Preparation, serving, affixing and publication of notices under various Acts and Rules
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 basic tax and plantation tax
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Assessment of building tax
15:30 - 15:45	TEA BREAK

15.45 – 17.00	Session - 4 Managing cases under The Kerala conservation of paddy land and wet land Act 2008, KMMC Rules 2015 KMPIMST Rules 2015
Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	Session - 1 Land assignment
11:15 - 11:30	TEA BREAK
11:30 - 13:00	Session - 2 Lease
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Transfer of registry, Prohibitive Land Transfer
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 - 13:00	Session – 1 & 2 Relis, e- District, e- Payment, RR online [with a tea break between 11:30 - 11:45]
13:00 - 14:00	LUNCH BREAK
11:30 - 13:00	Session - 3 Basic ethics in administration & People Friendly Administration
15.30 - 15.45	TEA BREAK
15.45- 17:00	Session - 4 Vigilant Kerala

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 RTI & RTS
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: ILDMCTPS04 C

Officers to be deputed Prospective VO

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 Preparation, serving, affixing and publication of notices under various Acts and Rules
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 basic tax and plantation tax
13:00 - 14:00	LUNCH BREAK
14:00 – 15.30	Session - 3 Assessment of building tax
15.30 -15.45	TEA BREAK

15.45 – 17.00	Session - 4 Dealing cases under The Kerala conservation of paddy land and wet land Act 2008, KMMC Rules 2015 KMPIMST Rules 2015
Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	Session - 1 Land assignment
11:15 - 11:30	TEA BREAK
11:30 - 13:00	Session - 2 Lease
13:00 - 14:00	LUNCH BREAK
14:00 - 15: 30	Session - 3 Transfer of registry, Prohibitive Land Transfer
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 - 13:00	Session – 1 & 2 Relis, e- District, e- Payment, RR online [with a tea break between 11:30 - 11:45
13:00 - 14:00	LUNCH BREAK
14:00 – 15:30	Session - 3 Basic ethics in administration & People Friendly Administration
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Vigilant Kerala

COURSE CODE: ILDMCTPS05

Officers to be deputed: RDOs, ADMs, Tahsildars,
Dy. Tahsildars, JS & SS, Bench Clerk,
Magisterial Clerks of Collectorates

CRPC And Executive Magistrates

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 RTI & RTS
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

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 Discussion on CrPC - 80, 81(1), 93 (1), 94(1), 97 & 98
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Discussion on CrPC - 103, 107, 108, 109, 110, 111-124
Day 2	
10:00 - 10:15	Recap of Previous Day's sessions
10:15 - 11:30	Session - 1 Discussion on CrPC - 129, 133 & 144, 145-148
11:30 - 11:45	TEA BREAK
11:45 - 13:00	Session - 2 High Court Criminal Rules of Practice , Dying Declaration
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 Preparation of Statement of Facts

COURSE CODE: ILDMCTPS06

Officers to be deputized: DT/JS/VO, Clerk ,VFA

Mahazar, Notice etc.

Day 3	
10:00 - 10:15	Recap of Previous Day's sessions
10:15 - 11:30	Session – 1 Mahazar
11:30 - 11:45	TEA BREAK
11:45 - 13:00	Session - 2 Inquest & Exhumation CrPC 176,174
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Court Procedure - Role Play
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Self evaluation by 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 Confiscation, Seizure, Assessment of Articles & Stop memo (Do's & Don'ts) & Serving of Notice
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	Session - 3 & 4 (with a tea break between 15:30 - 15:45) Statement of Facts
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 preparation of reports
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 Servants Conduct Rules
Day 2	
10:00 - 10:15	Recap of Previous Day's sessions
10:15 - 11:30	Session - 1 Part I KSR
11:30 - 11:45	TEA BREAK
11:45 - 13:00	Session - 2 Part I KSR
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Part I KSR
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Part I KSR

Day 3	
10:00 - 10:15	Recap of Previous Day's sessions
10:15 - 11:30	Session - 1 Part II KSR
11:30 - 11:45	TEA BREAK
11:45 - 13:00	Session - 2 Part II KSR
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Part III KSR
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Part III KSR
Day 4	
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: 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 Emergency response and management : principles and concepts
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 Practice in rescue operations
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: ILDMCTPS10

Officers to be deputed: Tahsildars, Spl.Tahsildars, Clerks, VOs, SVOs & VAs

MANAGING CASES UNDER THE KERALA CONSERVATION OF PADDY LAND AND WET LAND ACT 2008

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 KMMC Rules 2015 & KMPIMST Rules 2015 (Relevant Rules for Revenue Officials)
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 & Case study
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

Introducing Training Programme For Taluk Land Board Chairmen, Authorised Officer And Bench Clerks

Day 1	
11.00 AM - 1.00 PM	Introduction to Land Reforms in the State Basic of Land Reforms and ceiling provisions, Early Land Legislation , Brief Introduction about Kerala Agrarian Relation Act, KLR Act 1963 and KLR (Amendment) Act 1969, Implementation of KLR Act. Importance of Land Ceiling provisions in solving Landlessness issue in the state, Introduction to Taluk Land Board's
2.00 PM - 3.30 PM	Brief introduction of ceiling provisions Chapter III of KLR Act Exemptions-u/s 81(1) 81(3) & 98 A Exclusions-u/s 84, 80(B) etc
3.45 PM - 5.00 PM	Role of Authorized officer in dealing ceiling case, reports of AO and its importance, procedures to be followed by AO and submission of report.
Day 2	
10.00 AM - 11.30 AM	ROLES AND FUNCTIONS OF TALUK LAND BOARDS Ceiling area, standard Acre filing of statement, cases u/s 85 and 87, power of Taluk Land Board, procedure to be followed by Taluk Land Board to issue of Draft Statement with A,B,C,E forms.
11.45 AM - 1.00 PM	Roles and functions of TLB Continued Draft Statement published and served. Call for claims and objections – posting for order Taluk Land Board orders with A,B,C,D statements. Provisions of re-open a case
2.00 PM - 3.30 PM	Miscellaneous provisions of KLR Act Constitution and functions of statutory bodies-penal provisions-section 120 and 120A, 125 and its importance. Appeal against Taluk Land Board order by Party and Government. Taking over and Assignment of Excess land. Reserve for public purpose:-Registers maintained by Taluk Land Board
3.45 PM - 5.00 PM	Role play on a Taluk Land Board Court Issuing of notice for hearing to all the concerned including Taluk Land Board Members, Roll call by the Bench Clerk noting in the order sheet perusal and marking of material records and submissions in support of claims & objections. The Trial Maintenance of decorum of court. Taking of oral evidence. Identification of Excess land from the given details of land owners (Group Activity) owners (Group Activity) Identification of Excess land from the given details of land owners (Group Activity)

Day 3	
10.00 AM - 11.30 AM	Identification of Excess land from the given details of land owners (Group Activity) A model case introduced and discuss how to determine the ceiling area and disposal of Excess land
11.45 AM - 1.00 PM	A model case introduced and discuss how to determine the ceiling area and disposal of Excess land.....Continued.
2.00 PM - 3.30 PM	A model case solved by participants it selves.
3.45 PM - 4.30 PM	Evaluation Recent Tenants, Questions and Answers FAQ, Doubt Clearance etc.

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: 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 - 17:00	Session – 3&4 An overview of Land Acquisition Act 2013 & Rules , Discussion of the workflows associated (Tea Break Between 15:30-15:45)
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, Workflow for LAR Cases
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, 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 13:00 - 14:00	Session - 1 & 2 Step wise procedure in dealing LA application under 1993 Special Rules (with a tea break between 11:15 - 11:30) 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: 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 Case Study/ Preparation of Sample Files
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: Tahsildars,
Dy.Tahsildars,Clerks, VOs, SVOs, VAs & VFA

Protection Of Public Lands & Minerals

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, Preparation of Form A,AA, B, C, CC and D
Day 2	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:30	Session - 1 Dealing Cases under KLC – Trees
11:30 - 11:45	TEA BREAK
11:45 - 13:00	Session - 2 Dealing Cases under KLC,MMDR and The Kerala protection of river banks and regulation of removal of Sand Act 2001 for Minerals , Calculation fines Penal summons
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Managing Cases under Sand Act, Serving of Notices Do's & Don'ts
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: Tahsildars,
Dy.Tahsildars, Clerks, VOs, SVOs, VAs & VFA

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 Managing 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: Tahsildars, Dy.Tahsildars, Clerks, VO's, SVO's, 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 - 15:30	Session - 2 & 3 An overview of Kerala Building Tax Act 1973 and assessment of Taxable buildings (with a Lunch break between 13:00 - 14:00)
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Practical - assessment of Building Tax
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 e-payment Familiarization
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Presentation by the participants

COURSE CODE: ILDMCTPS 21

Officers to be deputed: Clerks/SVO /VO/RI/JS/DT/Addl. Tahsildar

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)

COURSE CODE: ILDMCTPS-22

Officers to be deputed : Deputy Collector, Tahsildar,
Dy. Tahsildar, VOs

Soft Skill Training For Better Public Relation

Day 1	
Timings	Topic
9:30 - 10:30	Registration of Participants
10:30 - 11:15	Session - 1 Inagural session-Presentation
11:15 - 11:30	TEA BREAK
11:30 - 13:00	Session - 2 People first- Showing respect
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	Session – 3 &4 Communication Skills Lecture, Case Study & Management Games (with a tea break between 15:30 - 15:45)
Day 2	
10:00 - 10:15	Recap of previous day's sessions
10:15 – 11.30	Session - 1 Telephone Etiquette Group discussion and Role play
11.30-11.45	TEA BREAK
11:45 – 13.00	Session - 2 Active Listening Lecture, Role Play & Management Games
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	Session - 3 &4 Conflict resolution Role Play, Case Study (with a tea break between 15:30 - 15:45)
Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:30	Session - 1 Self Awareness & Self Control Activity based action plan

11:30 - 11:45	TEA BREAK
11:30 - 13:00	Session - 2 Negotiation Skills Lecture, Case Study & Management Games
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Negotiation Skills Lecture, Case Study & Management Games
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Empathy-Understanding the feelings of others Case Study
Day 4	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 13:00	Session – 1&2 Situation Management Role Play, Lecture, Films (with tea break between 11.30 to 11.45)
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	Session – 3&4 Team Player for effective enforcement Lecture, Case Study & Management Games (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 Team facilitating skills for effective service delivery over the counter Lecture, Role play, Case Study & Management Games
11:30 - 11:45	TEA BREAK
11:45 - 13:00	Session - 2 Consensus Building and convergence Lecture, Discussion
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	Session - 3 Change Management Activities, Discussion, case study
15:30 - 15:45	TEA BREAK
15:45 - 17:00	Session - 4 Evaluation -Discussion

Training Programme Offered By RMC

Executive Training Programme on River Bank Protection and Management of Rivers In Kerala

Course Code ILDMCTPS23

Officers to be deputed Revenue Officials – Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RMF.

Day 1	
Timings	Topic
9:30 – 10:30	Registration of participants
10: 30 – 11:15	Session - 1: Introduction Welcome to the training course
11:15 – 11:30	TEA BREAK
11:30 – 13:00	Session -2: Importance of Protecting Rivers and its Banks in Kerala
13:00 – 14:00	LUNCH BREAK
14:00 – 15:30	Session- 3: Role of Revenue officials in protecting river banks under Kerala Land Conservancy Act, 1957
15:30 – 15:45	TEA BREAK
15:45 – 17:00	Session -4: An overview of laws and regulations for the protection of rivers and river banks.
Day 2	
10:00 – 10:15	Recap of Previous Day's Sessions
10: 15 - 11:30	Session 1: Biological Measures for Protecting River Banks
11:30 – 11:45	TEA BREAK
11:45 – 13:00	Session 2 :River Bank Mapping and Sand Auditing of Rivers of Kerala
13:00 – 14:00	LUNCH BREAK
14:00 – 16:45	Session 3 : (With a Tea Break between 15.30 – 15.45) Preparation of Mahazar & Assessment of Articles, confiscates seized as part of regulatory measures by Revenue Officials
16: 45 – 17:00	Session 4: Concluding session with distribution of participation certificate and photo session