



TRAINING CALENDAR FOR THE MONTH OF OCTOBER 2021

Sl. No	Date of Training	Course Code	Course Name	Target Group	No. of participants
1	04-10-21 to 20-10-21 (10 days)	C02	Induction	Newly Recruited Clerks/VFAs	6/ district (4 trainings/21 per training)
3	21-10-21 to 27-10-21 (6 days)	C01	Establishment and Court Matters	Deputy Collector/Tahsildar/SS/D T/JS/VOs/SVOs/Clerks	6/ district (4 trainings/21 per training)



Sl. No	Date of Training	Course Code	Course Name	Target Group	No. of participants
1	01-11-21 to 03-11-21 (3 days)	C04	In Service Village Field Assistant Training	Village Field Assistant	6/ district (4 trainings/21 per training)
2	08-11-21 to 09-11-21 (2 days)	C03	In service office attendant training	office attendant	6/ district (4 trainings/21 per training)
3	10-11-21 to 12-11-21 (3 days)	C05	In Service workshop – revenue subjects	SS/Tahsildars/JS/DTs/RIs/VOs/HCs/S VOs/Clerks	6/ district (4 trainings/21 per training)
4	15-11-21 to 20-11-21 (6 days)	C09	Refresher	Village Officer	6/ district (4 trainings/21 per training)
5	22-11-21 to 27-11-21 (6 days)	C07	Prospective Deputy Tahsildar / JS	Village Officer	6/ district (4 trainings/21 per training)
6	29-11-21 to 04-12-21 (6 days)	C08	Refresher	Clerk/Senior Clerk	6/ district (4 trainings/21 per training)



## TRAINING CALENDAR FOR THE MONTH OF DECEMBER 2021

Sl. No	Date of Training	Course Code	Course Name	Target Group	No. of participants
1	06-12-21 to 10-12-21 (5 days)	Clab 06	Office Automation and Unicode Malayalam	SS/Tahsildars/JS/DTs/RI/VOs/H Cs/SVOs/Clerks/VAs	6/ district (4 trainings/21 per training)
2	13-12-21 to 18-12-21 (6 days)	C10	Refresher	DT/JS	6/ district (4 trainings/21 per training)
3	20-12-21 to 22-12-21 (3 days)	C05	In Service workshop – revenue subjects	SS/Tahsildars/JS/DTs/RI/VOs/HCs/S VO/Clerks	6/ district (4 trainings/21 per training)
4	23-12-21 to 24-12-21 (2 days)	C03	In service office attendant training	office attendant	6/ district (4 trainings/21 per training)
5	27-12-21 to 01-01-22 (6 days)	C10	Refresher	DT/JS	6/ district (4 trainings/21 per training)

TRAINING CALENDAR FOR THE MONTH OF JANUARY 2022



Sl. No	Date of Training	Course Code	Course Name	Target Group	No. of participants
1	03-01-22 to 15-01-22 (11 days)	C13	Prospective Tahsildar/SS	Sr JS/DT	6/ district (4 trainings/21 per training)
2	17-01-22 to 22-01-21 (6 days)	C09	Refresher	Village Officer	6/ district (4 trainings/21 per training)

TRAINING CALENDAR FOR THE MONTH OF FEBRUARY 2022



Sl. No	Date of Training	Course Code	Course Name	Target Group	No. of participants
1	01-02-22 to 11-02-22 (10 days)	C02	Induction	Newly Recruited Clerks/VFAs	6/ district (4 trainings/21 per training)
2	14-02-22 to 24-02-22 (11 days)	C14	Prospective Village Officer	Sr Clerk/SVO	6/ district (4 trainings/21 per training)

TRAINING CALENDAR FOR THE MONTH OF MARCH 2022



Sl. No	Date of Training	Course Code	Course Name	Target Group	No. of participants
1	02-03-22 to 04-03-22 (3 days)	C04	In Service Village Field Assistant Training	Village Field Assistant	6/ district (4 trainings/21 per training)
2	07-03-22 to 08-03-22 (2 days)	C03	In service office attendant training	office attendant	6/ district (4 trainings/21 per training)
3	09-03-22 to 11-03-22 (3 days)	C05	In Service workshop – revenue subjects	SS/Tahsildars/JS/DTs/RIs/VOs/HCs/SVOs/Clerks	6/ district (4 trainings/21 per training)
4	14-03-22 to 24-03-22 (10 days)	C02	Induction	Newly Recruited Clerks/VFAs	6/ district (4 trainings/21 per training)

## SCHEDULE

**1. Name of the Training Programme: Establishment & Court matters-Survey Staff**

Course Code : C01  
Duration : 6 Days

Date	Section	Subject	Faculty
1	FN	KSR Pat 1	Rajan Nair /Natesan
	AN	KSR Part 2, (including Maintenance of service book)	Rajan Nair /Natesan
2	FN	KSR Pat 3	Rajan Nair /Natesan
	AN	KCS and CCA Rules	Rajan Nair /Natesan
3	FN	KS &SS Rules	Rajan Nair /Natesan
	AN	Administrative Ethics and Good Governance	Anoop /Anil kumar B/Banarji Bhaskar
4	FN	RTI &RTS Act	Rahim M /Pathiyoor Sreekumar/Sreekandan Nair
	AN	Official Language-Malayalam	Sivakumar
5	FN	Statement of Facts, Counter affidavit, contempt of court, Department procedure relating to court cases etc	Saji Kumar/Dr. N Krishnakumar /Jaychandra Das
	AN	Statement of Facts, Counter affidavit, contempt of court, Department procedure relating to court cases etc	Saji Kumar/Dr. N Krishnakumar /Jaychandra Das
6	FN	Survey and boundaries Act	Somasekharan Pillai
	AN	Evaluation & Valedictory functions	

**2. Name of the Training Programme: Induction Training**

Course Code : C02

Duration : 10 Days

Date	Section	Subject	Faculty
1	FN	Introduction to Revenue Department & Administrative hierarchy, DOM, Maintenance of Personal Register/conduct rules/Discipline.	Rahim M/Anil Kumar B
	AN	Financial Code and principles of Audit	Suredralal /Shanmughan pillai
2	FN	Land Assignment Act & Rules	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar
	AN	Official Language - Malayalam	Sivakumar
3	FN	Conservations Of paddy & Wet Land, KLU Order	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	KBT Act & Rules	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar
4	FN	KSR-1	Rajan /Natesan
	AN	KSR-1&2	Rajan /Natesan
5	FN	Certificates issued from Revenue Department	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
	AN	Public relations, Administrative Ethics and Good Governance in Revenue department	Anoop /Ashok B/Rahim M
6	FN	Kerala Land Conservancy Act & Rules	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	Village Office-nature of works &Village Register & Accounts, Mock Village	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair
7	FN	Land Acquisition Act & Rules	Balasubrahmaniam/Suryanarayanan/Alexander



	AN	KLR Act with specific reference to replying on	Sabu/Sajikumar/
8	FN	Transfer of Registry & Case study	Arun J L/Radhakrishnan Nair/Govinda vaiyar/ Santhosh kumar
	AN	`Revenue Recovery	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
9	FN	Treasury Code-Preparation of Bills-receipt and remittance of Govt Fund	Suredralal
	AN	Right To Service Act & Right To Information Act	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
10	FN	Disaster Management (Related Topic for revenue staff)	Amalraj
	AN	Evaluation & Valedictory Functions)	

**3. Name of the Training Programme: In Service Office Attended Training**

Course Code : C03

Duration : 2 Days

Date	Section	Subject	
1	FN	Role of Office Attendant in office administration	Anil Kumar B
	AN	Service Matters (Office hierarchy/Discipline/conduct rules/public relations/keeping of trust etc	Ashok B
2	FN	Interpersonal Relationship, people friendly offices	Banarji Bhaskar/Anoop/Ashok B
	AN	Evaluation & Valedictory Functions	

**4. Name of the Training Programme: In Service Village Filed Assistance Training**

Course Code : C04

Duration : 3 Days

Date	Section	Subject	
1	FN	Introduction to Revenue Department, Role of Village Field Asst. in Revenue Department	Ashok B
	AN	Public relations and good governance with respect to revenue department	Anoop
2	FN	Survey matters (survey demarcation works/pointing out boundaries/preparation of sketch, location certificate etc)	Somasekharan Nair
	AN	Service of Notice, preparation of mahazars (LA/RR/LC etc), field enquiry and reporting of various issues.	Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan
3	FN	Village Registers &Accounts, Jamabandhi	Rahim m
	AN	Natural Calamity (Provision of physical and financial assistance in time) Evaluation & Valedictory functions)	Ashok B

**5. Name of the Training Programme: In service workshop-revenue matters**

Course Code : C05

Duration : 3 Days

Date	Section	Subject	
1	FN	Right to Fair Compensation and /transparency in Land /acquisition, Rehabilitation and /resettlement Act, 2013	Balasubrahmaniam/Suryana rayanan/Alexander
	AN	Right to Fair Compensation and /transparency in Land /acquisition, Rehabilitation and /resettlement Act, 2013 (Rules)	
2	FN	Right to Fair Compensation and /transparency in Land /acquisition, Rehabilitation and /resettlement Act, 2013	Balasubrahmaniam/Suryana rayanan/Alexander
	AN	Right to Fair Compensation and /transparency in Land /acquisition, Rehabilitation and /resettlement Act, 2013 (Rules)	
3	FN	Case Study	Balasubrahmaniam/Suryana rayanan/Alexander
	AN	Evaluation & Vaedictory functions	

**6. Name of the Training Programme: Office Automation and Unicode Malayalam**

Course Code : C06

Duration : 5 Days

Date	Section	Subject	
1	FN	Introduction to Computers, Operating Systems, Ubuntu	Sheeba Begum
	AN	Practical and Reviews	
2	FN	Ubuntu advanced usage, Introduction to Open Office Writer	
	AN	Practical and Reviews	
3	FN	Typography Malayalam computing Calc	
	AN	Practical and Reviews	
4	FN	Advanced Office Automation Internet	
	AN	Practical and Reviews	
5	FN	Revenue online applications in brief Impress/Base	
	AN	Practical and Reviews	

7. Name of the Training Programme: **Prospective Deputy Tahsildar/ Juner Supt.**

Course Code : C07

Duration : 6 Days

Date	Section	Subject	
1	FN	Preparation and maintenance of village records & accounts and Inspection & Jamabandhi	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B
	AN	Revenue Recovery Act and Rules with case study	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
2	FN	Land Assignment Act and Rules with case study	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar
	AN	Right To Service Act & Right to Information Act	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
3	FN	Certificates issued from revenue Offices	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
	AN	Conservation of Paddy & Wet Land Act, KLU, KLC, KMMC act & Rules	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
4	FN	Building Tax, Luxury Tax act and Rules	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar
	AN	KLR Act and Rules	Rahim M/Anil kumar B/ Sreekandan Nair
5	FN	Land Acquisition Act and Rules with case studies	Balasubrahmaniam /Suryanarayanan/Alexander
	AN	LAR & LA Appeal	Sabu/Saji kumar/Jayachandra Das
6	FN	Official Language - Malayalam	Sivakumar
	AN	Evaluation & Valedictory functions	

**8. Name of the Training Programme: Refresher Clerk/Senior Clerk**

Course Code : C 08

Duration : 6 Days

Date	Section	Subject	
1	FN	Certificates issued by Revenue Department	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
	AN	KSR an overview	Rajan/Natesan
2	FN	Right to Service Act & Right To Information Act	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
	AN	Revenue Recovery Act and Rules	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
3	FN	KSA and SSR Rules	Rajan/Natesan
	AN	Court Cases	Sajikuma/Manikandan/Jayachandra Das
4	FN	Land Assignment	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar
	AN	Land Acquisition	Balasubrahmaniam/Suryanarayanan /Alexander
5	FN	Protection of paddy and Wetland Act, KLU order & KLC	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	Official Language Malayalam	Sivakumar
6	FN	Personality Development & Interpersonal Relationship and people friendly offices	Ashok B/Anoop/Banarji Bhaskar
	AN	Serving of notices/preparation of mahazars as per various acts and rules and location certificates	Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan

## 9. Name of the Training Programme: Refresher V.O/H.C/R.I

Course Code : C 09

Duration : 6 Days

Date	Section	Subject	
1	FN	Revenue Recovery Act & Rules	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
	AN	Personality Development & Interpersonal Relationship and people friendly offices	Ashok B /Anoop
2	FN	Kerala building Tax and Luxury Tax act and allied Matters	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar
	AN	Land Assignment Act and rules	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar
3	FN	Right To Service Act & Right to Information Act	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
	AN	Transfer of Registry Rules and online PVs	Arun J L/Radhakrishnan Nair/Govinda vaiyar/ Santhosh kumar
4	FN	Certificates issued from Revenue Dept	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
	AN	Certificates issued from Revenue Dept	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
5	FN	Online Certificate, Relis, Preparation of DCB	Biju /Yagesh
	AN	Jamabandi-preparation and maintenance of Village records /Accounts	V T Rajan
6	FN	Kerala conservation of paddy and wetland Act, KLU Order KLC, KMMC Rules	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	Evaluation & Valedictory functions	

**10. Name of the Training Programme: Refresher DT/Js**

Course Code : C 10

Duration : 6 Days

Date	Section	Subject	
1	FN	Right To Service Act & Right to Information Act	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
	AN	Revenue Recovery/Building Tax/Luxury Tax	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar  Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
2	FN	Official Language - Malayalam	Sivakumar
	AN	Court cases-follow up actions	Saji Kumar
3	FN	Disciplinary proceedings – manual of disciplinary proceedings, KCS (CCA rules)	Rajan/Natesan
	AN	Land Assignment Act and rules	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar
4	FN	Magisterial Skill and interpersonal relationship-people friendly offices	Ashok B
	AN	Preparation and maintenance of village records and accounts, jamabandy inspection of village office	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B
5	FN	Conservation of paddy & Wet land of paddy act & Rules, KLU order & KLC, KMMC Rules & Act	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	Land Acquisition	Balasubrahmaniam/Suryanarayanan /Alexander
6	FN	KLR Act	Sabu
	AN	Evaluation & Valedictory functions	

**11. Name of the Training Programme: Refresher Training Tahsildar/SS**

Course Code : C11

Duration : 6 Days

Date	Section	Subject	
1	FN	Tahsildar as Executive magistrates	Anil kumar B
	AN	Disciplinary Proceedings- Manual of disciplinary Proceedings, KCS (CC &A) Rules, conduct rules	Rajan/Natesan
2	FN	Land Acquisition	Balasubrahmaniam/Suryanarayanan /Alexander
	AN	Land Assignment Act and rules	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar
3	FN	Right To Service Act & Right to Information Act	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
	AN	Inquest in connection with unnatural death	Rahim
4	FN	Revenue Recovery/Building Tax/Luxury Tax	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar  Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
	AN	KLR Act	Sabu
5	FN	Official Language - Malayalam	Sivakumar
	AN	Magisterial Skill and interpersonal relationship- people friendly offices	Ashok B
6	FN	Disaster management General Principles in running relief camps and damage assessment sanction of timely physical and financial assistance	Rahim M/Anil kumar B/Sreekandan Nair
	AN	Evaluation & Valedictory functions	



**12. Name of the Training Programme: Prospective deputy collector training**

Course Code : C 12

Duration : 6 Days

Date	Section	Subject	
1	FN	Role Deputy Collectors in Revenue administration	Anil Kumar B
	AN	Land Assignment & Jamabandi	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar/VT Rajan
2	FN	Deputy Collectors as Executive magistrates	Anil Kumar B
	AN	Conduct of Court cases	Saji Kumar
3	FN	Revenue Recovery/Building Tax/Luxury Tax	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar  Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
	AN	Conservation of paddy & Wet land of paddy act & Rules, KLU order & KLC, KMMC Rules & Act	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
4	FN	KLR Act	Sabu
	AN	Magisterial Inquest	Rahim M/Anil kumar B/Sreekandan Nair
5	FN	Land Acquisition	Balasubrahmaniam/Suryanarayanan /Alexander
	AN	Right To Service Act & Right to Information Act (Tahsildar as appellate Authority) with case studies	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
6	FN	Official Language - Malayalam	Sivakumar
	AN	Setting up of people friendly revenue offices-public relations & Good governance, Evaluation & Valedictory functions	Ashok B/Anoop

**13. Name of the Training Programme: Prospective Tahsildar/SS Training**

Course Code : C013

Duration : 11 Days

Date	Section	Subject	
1	FN	Role of Office Tahsildar/SS in Revenue administration	Rahim M/Anil kumar B/Sreekandan Nair
	AN	Managerial Skills & Public Relationship, good governance setting up of people friendly Revenue Offices	Ashok B / Anoop
2	FN	Revenue Recovery Act and Rules with studies	Rahim M/Anil kumar B/Sreekandan Nair  Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
	AN	Conduct of Court Cases-Replying notices u/s 80 CPC statements,CA,CA filing, Follow up action	Saji kumar/Mnikandan/ Jayachandra Das
3	FN	Tahsildar as Executive Magistrates	Anil Kumar B/Saji Kumar
	AN	Tahsildar as Executive Magistrates	Anil Kumar B/Sajikumar
4	FN	Land Assignment act and rules with case study	Rahim M/Anil kumar B/Sreekandan Nair
	AN	Right to service act and Right to information act Tahsildar as appellate authority	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
5	FN	Land Acquisition	Balasubrahmaniam/Suryan arayanan /Alexander
	AN	LAR and LA appeal	Soorya Narayanan /Balasubrahmanian/Alex
6	FN	Transfer of Registry and case study, RoR and online PV	Arun J L/Radhakrishnan Nair/Govinda vaiyar/ Santhosh kumar
	AN	Conservation of paddy and wetland act, KLU order & KMMC Act & Rules	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna

			Kumar/Manikandan/ C Subash
7	FN	Maintainace of village/ Taluk Registers, jamabandy and Inspection of village office	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair
	AN	Various Certificates issued from Revenue Dept	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
8	FN	Disaster Management-general Principle in running-relief camps and Damage assessment	Rahim M/Anil kumar B/Sreekandan Nair
	AN	`Kerala Building tax act and Rules	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar
9	FN	Inquest and Post-mortem examination	Dr. Krishnakumar
	AN	KLR Act	Sabu
10	FN	Kerala Land conservancy act and rules	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	Disciplinary proceedings, manual of disciplinary proceedings, KCS (CC&A) Rules	Rajan/Natesan
11	FN	Official Language Malayalam	Sivakumar
	AN	Evaluation & Valedictory functions	

**14. Name of the Training Programme: Prospective village Officer Training**

Course Code : C014

Duration : 11 Days

Date	Section	Subject	
1	FN	Introduction to Revenue department and role of village officer in Revenue department	Rahim M/Anil kumar Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair
	AN	Transfer of registry – Role of village office, different type of documents	Arun J L/Radhakrishnan Nair/Govinda vaiyar/ Santhosh kumar
2	FN	Land acquisition- Role of village officer, carrying and changes in village-records LACM preparation	Balasubrahmaniam/Suryanarayanan /Alexander
	AN	Right to service act and Right to information act	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/Pathiyoor sreekumar
3	FN	Land Assignment-Role of village officer	Sreekandan Nair/ Balachandran Pillai/Rahim /Robinson Y D/Pathiyoor Sreekumar/B Anil kumar
	AN	Survey and boundaries act	Somasekharan Nair
4	FN	Revenue Recovery-role of village officer	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair/Nadirshan/ Santhosh kumar L S
	AN	Election (RP & CE rules) with special emphasis to duties of village officers in connection with election	Rahim M/Anil kumar B
5	FN	Kerala conservation of paddy and wetland act, KLU, KMMC Rules	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	Kerala Building tax and luxury tax act and rules and allied matters	Arun JL/Shibu/Balachandran Pillai/Radhakrishnan Nair/Sreekandan Nair/Gopakumar
6	FN	Online certificate and Relis	Biju /Yagesh
	AN	Preparation of reports and mahazar as per various acts and rules	Rahim M/Anil kumar B/Sreekandan Nair

7	FN	Certificates (Legal heirship, creamy layer, income)	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
	AN	Certificates (caste and other certificates)	Anil Kumar/Sreekandan Nair/Rahim/Balachandran Pillai/Nandagopan/Arun Babu
8	FN	Setting up and management of relief camps, sanction of physical & financial assistance	Rahim M/Anil kumar B/Sreekandan Nair
	AN	Kerala land reforms act and rules	Sabu/Saji Kumar
9	FN	Village registers, accounts and jamabandy-Session I	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair
	AN	Village registers, accounts and jamabandy-Session II, mock village	Rahim//Balachandran Pillai/ Radhakrishnan Nair/ C Subash/Anil Kumar B/Sreekandan Nair
10	FN	Official language-Malayalam	Sivakumar
	AN	Communication & Inter personal relationship-people friendly village officers	Ashok B/Anoop
11	FN	Kerala Land conservancy act and rules	Robinson/Rahim//Balachandran Pillai/ Radhakrishnan Nair/Dr. N Krishna Kumar/Manikandan/ C Subash
	AN	Evaluation & Valedictory functions	