

**CALENDAR OF TRAINING PROGRAMMES  
2022-2023**



**INSTITUTE OF LAND AND DISASTER MANAGEMENT**  
PTP NAGAR P. O. THIRUVANANTHAPURAM 695038



**From Director's desk.....**

The Institute of Land and Disaster Management (ILDMD) the State Training Institute (STI) of Department of Revenue and Disaster Management has been catering the needs of the officials of Revenue and Survey Departments since its inception in 1996.

For 2022-2023, in pursuance of the Training Need Analysis conducted, the courses were redesigned with the objective of fine tuning the training further and bring them close to the target. The planned number of centralized trainings for the year 2022 -23 is 190 (483 training days), of which most of them are Collaborative training programmes with the whole hearted support and co operation of Institute of Management in Government (IMG).



Dr. D Sajith Babu IAS  
Director ILDM



**PROGRAMME CALENDAR FOR THE MONTH OF APRIL 2022**

<b>Sl. No.</b>	<b>Date of Training</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Target Group</b>	<b>Total No. of Participants</b>
1	04-04-22 to 05-04-22	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
2	07-04-22 to 08-04-22	ILDMCTPS14	LAND ASSIGNMENT UNDER 1993 SPECIAL RULES	Staff of Spl. LA Offices of Idukki & Thrissur	30
3		ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
4	18-04-22 to 22-04-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	18-04-22 to 19-04-22	ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFAs	30
6	18-04-22 to 20-04-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
7	21-04-22 to 22-04-22	ILDMCTPS01	GOVERNMENT PROCESS RE- ENGINEERING	Tahsildar/Dy. Tahsildar/SS/JS	30
8		ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
9	25-04-22 to 29-04-22	ILDMCTPS04-A	REFRESHER TRAINING	Prospective Dy. Collectors.	30
10	25-04-22 to 26-04-22	ILDMCTPS11	DEALING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
11	28-04-22 to 29-04-22	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/ Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
12		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 MAY 2022

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	04-05-22 to 05-05-22	ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars /Clerks/VOs/SVOs & VAs	30
2	06-05-22 to 07-05-22	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
3		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars /JS/RIs/VOs/Clerks	30
4	09-05-22 to 13-05-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	11-05-22 to 13-05-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
6	12-05-22 to 13-05-22	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
7		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
8	16-05-22 to 20-05-22	ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30
9	16-05-22 to 17-05-22	ILDMCTPS12	DEALING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIs & Clerks of Land Tribunal Offices	30
10	19-05-22 to 20-05-22	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
11		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
12	23-05-22 to 27-05-22	ILDMCTPS05	SOFT SKILL	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
13	23-05-22 to 24-05-22	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks / VOs/ SVOs/ VAs and VFAs	30
14		ILDMCTPS10	DEALING PADDY AND WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
15	26-05-22 to 27-05-22	ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFA's	30
16		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/SVOs/VAs/VFAs	30
17	30-05-22 to 31-05-22	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
18		ILDMCTPS23	RIVER MANAGEMENT	Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RME	30

## PROGRAMME CALENDAR FOR THE MONTH OF JUNE 2022

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	02-06-22 to 03-06-22	ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFAs	30
2		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/ SVOs/ VAs/VFAs	30
3	06-06-22 to 10-06-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
4	06-06-22 to 08-06-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
5	09-06-22 to 10-06-22	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
6	13-06-22 to 14-06-22	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
7	13-06-22 to 17-06-22	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
8	16-06-22 to 17-06-22	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
9		ILDMCTPS11	DEALING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/Addl. Tahsildars/Authorised Officers & Bench Clerks	30
10	20.06.2022 to 21.06.2022	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
11		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
12	23-06-22 to 24-06-22	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/ VAs/VFAs	30
13		ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VOs/ SVOs /VAs & VFA's	30
14	27-06-22 to 01-07-22	ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30
15	27-06-22 to 28-06-22	ILDMCTPS10	DEALING PADDY AND WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
16		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
17	30-06-22 to 01-07-22	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/ VAs/VFAs	30
18		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
19		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/ Clerks/VAs & VFAs	30

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	04-07-22 to 06-07-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
2	06-07-22 to 07-07-22	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
3	07-07-22	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/ SVOs/Clerks dealing Land Acquisition files	30
4	11-07-22 to 15-07-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	11-07-22 to 12-07-22	ILDMCTPS12	DEALING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
6	12-07-22	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/VOs/ SVOs/VAs/VFAs	30
7	14-07-22 to 15-07-22	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/ Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
8		ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
9	18-07-22 to 22-07-22	ILDMCTPS04-A	REFRESHER TRAINING	Prospective Deputy Collectors	30
10	18-07-22 to 19-07-22	ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
11		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
12		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
13	21-07-22 to 22-07-22	ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
14		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/VOs/ SVOs/VAs/VFAs	30
15	25-07-22 to 26-08-22	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
16		ILDMCTPS23	RIVER MANAGEMENT	Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RME	30
17	25-07-22 to 27-07-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30



## PROGRAMME CALENDAR FOR THE MONTH OF AUGUST 2022

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	01-08-22 to 05-08-22	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
2	01-08-22 to 02-08-22	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
3		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
4	04-08-22 to 05-08-19	ILDMCTPS11	DEALING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
5		ILDMCTPS01	GOVERNMENT PROCESS RE-ENGINEERING	Tahsildar/Dy. Tahsildars/SS/JS	30
6	09-08-22 to 10-08-22	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars /RIs/SVOs/Clerks dealing Land Acquisition files	30
7	22-08-22 to 26-08-22	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
8	22-08-22 to 23-08-22	ILDMCTPS22	KERALA BUILDING TAX AND PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
9	29-08-22 to 30-08-22	ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
10		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
11	29-08-22 to 02-09-22	ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30

**PROGRAMME CALENDAR FOR THE MONTH OF SEPTEMBER 2022**

<b>Sl. No.</b>	<b>Date of Training</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Target Group</b>	<b>Total No. of Participants</b>
1	01-09-22 to 03-09-22	ILDMCTPS07	CRPC AND EXECUTIVE MAGISTRATE	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
2		ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
3	12-09-22 to 13-09-22	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
4	12-09-22 to 16-09-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	15-09-22 to 16-09-22	ILDMCTPS12	DEALING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
6		ILDMCTPS10	DEALING PADDY AND WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SEOs & VAs	30
7	19-09-22 to 20-09-22	ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
8		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
9		ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
10	22-09-22 to 23-09-22	ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
11		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
12	26-09-22 to 30-09-22	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
13	26-09-22 to 27-09-22	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VAs/VFAs	30
14	29-09-22 to 30-09-22	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
15		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
16	29-10-22 to 01-10-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30

## PROGRAMME CALENDAR FOR THE MONTH OF OCTOBER 2022

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	10-10-22 to 11-10-22	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
2		ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/ Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
3	10-10-22 to 14-10-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
4	13-10-22 to 14-10-22	ILDMCTPS11	DEALING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
5		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
6		ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SEOs & VAs	30
7	17-10-22 to 21-10-22	ILDMCTPS04-A	REFRESHER TRAINING	Prospective Deputy Collectors	30
8	17-10-22 to 18-10-22	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
9		ILDMCTPS14	LAND ASSIGNMENT UNDER 1993 SPECIAL RULES	Staff of Spl. LA Offices of Idukki & Thrissur	30
10		ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VO/ SVOs/VFAs	30
11	21-10-22 to 22-10-22	ILDMCTPS01	GOVERNMENT PROCESS RE-ENGINEERING	Tahsildar/Dy. Tahsildars/SS/JS	30
12		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Dy. Collectors/Tahsildars/Dy. Tahsildars/ Clerks/ VO/ SVOs/ VAs/VFAs	30
13	25-10-22 to 26-10-22	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
14	25-10-22 to 29-11-22	ILDMCTPS05	SOFT SKILL	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
15	28-10-22 to 29-10-22	ILDMCTPS11	DEALING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
16		ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VO/ SVOs/VFAs	30
17		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
18	31-10-22 to 04-11-22	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30

**PROGRAMME CALENDAR FOR THE MONTH OF NOVEMBER 2022**

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	01-11-22 to 03-11-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
2	04-11-22 to 05-11-22	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
3		ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
4	07-11-22 to 11-11-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	08-11-22 to 09-11-22	ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SEOs & VAs	30
6	10-11-22 to 11-11-22	ILDMCTPS12	DEALING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
7		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
8	14-11-22 to 18-11-22	ILDMCTPS04-B	REFRESHER TRAINING	Prospective Tahsildars	30
9	14-11-22 to 15-11-22	ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VOs/ SVOs/VFAs	30
10		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
11	17-11-22 to 18-11-22	ILDMCTPS16	PROTECTION OF PUBLIC LAND	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
12		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
13	21-11-22 to 25-11-22	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
14	24-11-22 to 25-11-22	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/VOs/ SVOs/ VAs/ VFA	30
15	28-11-22 to 29-11-22	ILDMCTPS16	PROTECTION OF PUBLIC LAND	Tahsildars/Dy. Tahsildars/ Clerks/VOs/SVOs/VAs/VFAs	30
16		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30

## PROGRAMME CALENDAR FOR THE MONTH OF DECEMBER 2022

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	01-12-22 to 03-12-22	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
2	06-12-22 to 07-12-22	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
3		ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
4	12-12-22 to 16-12-22	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	12-12-22 to 13-12-22	ILDMCTPS11	DEALING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/ Addl. Tahsildars/Authorised Officers & Bench Clerks	30
6	15-12-22 to 16-12-22	ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
7		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
8	19-12-22 to 23-12-22	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
9	19-12-22 to 20-12-22	ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ DT/ Clerks/ VOs/ SVOs/VFAs	30
10	22-12-22 to 23-12-22	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
11		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/ VAs/VFAs	30
12	27-12-22 to 28-12-22	ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars /Clerks/VOs/SVOs/VAs/VFAs	30
13		ILDMCTPS01	GOVERNMENT PROCESS RE-ENGINEERING	Tahsildar/Dy. Tahsildars/SS/JS	30
14		ILDMCTPS23	RIVER MANAGEMENT	Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RMF.	30

**PROGRAMME CALENDAR FOR THE MONTH OF JANUARY 2023**

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
2	03-01-22 to 04-01-23	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
3	04-01-23 to 06-01-23	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
4	04-01-23 to 05-01-23	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
5	09-01-23 to 13-01-23	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
6	09-01-23 to 10-01-23	ILDMCTPS12	DEALING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIS & Clerks of Land Tribunal Offices	30
7	12-01-23 to 13-01-23	ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars /Clerks/VOs/SVOs & VAs	30
8		ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
9	16-01-23 to 20-01-23	ILDMCTPS04-A	REFRESHER TRAINING	Prospective Deputy Collectors	30
10	16-01-23 to 17-01-23	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/ VOs/ SVOs/ VAs/VFAs	30
11		ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFAs	30
12	19-01-23 to 20-01-23	ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/HCs/VOs/SVOs/Sr. Clerks/Clerks/VAs & VFAs	30
13		ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
14	23-01-23 to 24-01-23	ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/ VOs/ SVOs/ VAs/VFAs	30
15		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/SVOs/VAs/VFAs	30
16		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
17	27-01-23 to 28-01-23	ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
18		ILDMCTPS22	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VFAs	30
19	30-01-23 to 31-01-22	ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
20	30-01-23 to 03-02-23	ILDMCTPS05	SOFT SKILL	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30

## PROGRAMME CALENDAR FOR THE MONTH OF FEBRUARY 2023

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	01-02-23 to 03-02-23	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
2	06-02-23 to 07-02-23	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
3		ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
4	06-02-23 to 10-02-23	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	13-02-23 to 14-02-23	ILDMCTPS11	DEALING EXCESS LAND CASES AT TLBs	Taluk Land Board Chairman/Addl. Tahsildars/Authorised Officers & Bench Clerks	30
6		ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/ VOs/SVOs & VAs	30
7	13-02-23 to 17-02-23	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
8	16-02-23 to 17-02-23	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/ SVOs/Clerks dealing Land Acquisition files	
9	20-02-23 to 21-02-23	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
10		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/ HCs/VOs/SVOs/Sr. Clerks/ Clerks/ VAs & VFAs	30
11		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/Clerks/ VOs/SVOs/VAs and VFAs	30
12	20-02-22 to 24-02-23	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VO's	
13	24-02-23 to 25-02-23	ILDMCTPS21	TRAINING ON JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
14		ILDMCTPS02	PEOPLE FRIENDLY ADMINISTRATION	Tahsildars/Dy. Tahsildars/ SS/JS/VO's	30
15		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/SVOs/VAs/VFAs	30

**PROGRAMME CALENDAR FOR THE MONTH OF MARCH 2023**

Sl. No.	Date of Training	Course Code	Course Name	Target Group	Total No. of Participants
1	01-03-23 to 03-03-23	ILDMCTPS07	CrPC & EXECUTIVE MAGISTRATES	RDOs/ADMs/Tahsildars/Dy. Tahsildars/JS/SS/Bench Clerks of RDO Office/Magisterial Clerks of Collectorates	30
2	01-03-23 to 02-03-23	ILDMCTPS06	MAHAZAR, NOTICE, INQUEST etc.	VOs/Clerks/VFAs	30
3	08-03-23 to 09-03-23	ILDMCTPS15	LAND ASSIGNMENT	Tahsildars/Dy. Tahsildars/Clerks dealing Land Assignment files in Taluk/RDO offices & Collectorates	30
4	13-03-23 to 17-03-23	ILDMCTPS03	INDUCTION TRAINING	Newly Recruited KAS Trainees / Clerks / VFA's	30
5	13-03-23 to 14-03-23	ILDMCTPS12	DEALING CASES AT LAND TRIBUNAL	Tahsildars/HMOs/RIs & Clerks of Land Tribunal Offices	30
6		ILDMCTPS10	DEALING PADDY & WET LAND CASES	Tahsildars/Spl. Tahsildars/ Clerks/VOs/SVOs & VAs	30
7	16-03-23 to 17-03-23	ILDMCTPS13	LAND ACQUISITION	Tahsildars/Dy. Tahsildars/ RIs/SVOs/Clerks dealing Land Acquisition files	30
8	20-03-23 to 24-03-23	ILDMCTPS04-C	REFRESHER TRAINING	Prospective VOs	30
9	20-03-23 to 21-03-23	ILDMCTPS18	KERALA BUILDING TAX & PLANTATION TAX	Tahsildars/ Dy. Tahsildars/ Clerks/ VOs/ SVOs/VOs	30
10		ILDMCTPS08	FOUNDATION COURSE IN DISASTER MANAGEMENT	Tahsildars/ Dy. Tahsildars/ RIs/ HCs/VOs/SVOs/Sr. Clerks/ Clerks/ VAs & VFAs	30
11		ILDMCTPS21	JAMABANDHI	Addl. Tahsildars/ Dy. Tahsildars/JS/RIs/VOs/Clerks	30
12	23-03-23 to 24-03-23	ILDMCTPS23	RIVER MANAGEMENT	Deputy Collector (DM)/ADM, Tahsildars/Deputy Tahsildars, VO and Section Clerks concerned with RMF.	30
13		ILDMCTPS17	EFFECTIVE REVENUE RECOVERY	Tahsildars/Dy. Tahsildars/ Clerks/VOs/ SVOs/VAs and VFAs	30
14		ILDMCTPS16	PROTECTION OF PUBLIC LANDS	Tahsildars/Dy. Tahsildars/ Clerks/ VOs/SVOs/VAs/VFAs	30



**COURSE CODE: ILDMCTPS02**

**Officers to be deputed :**

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

**PEOPLE FRIENDLY ADMINISTRATION**

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

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS03****Officers to be deputed : Newly Recruited KAS Trainees /Clerks / VFA's****INDUCTION TRAINING**

<b>Day 1</b>	
Timings	Topic
9:30 - 10:00	Registration of Participants
10:00 - 11:15	<b>Session – 1</b> Introduction, Welcome to the training course
11:15 - 11:30	<b>TEA BREAK</b>
11:30 - 13:00	<b>Session – 2,</b> Understanding the importance of protection of public lands (section 3, 4, rule 4)
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 15:30	<b>Session – 3</b> Group Activity - preparation of mahazar –Land Conservancy MMDR & Preparation of A form
15:30 - 15:45	<b>TEA BREAK</b>
15:45 - 17:00	<b>Session – 4</b> Presentation by the groups
<b>Day 2</b>	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 13:00	<b>Session - 1 &amp; 2</b> Step wise procedure for assignment of land on registry and lease (with a tea break between 11:15 - 11:30)
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 16:15	<b>Session - 3 &amp; 4</b> 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
<b>Day 3</b>	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	<b>Session – 1</b> People Friendly Administration, Basic Ethics in Administration
11:15 - 11:30	<b>TEA BREAK</b>
11:30 - 13:00	<b>Session - 2</b> An overview of Govt. Accounts audit , clearance of Audit Paras & PAC
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 17: 00	<b>Session - 3 &amp; 4</b> DOM, PR & File writing (with a tea break between 15:30 - 15:45)
<b>Day 4</b>	
09:00 - 09:15	Recap of previous day's sessions
09:15 - 10:15	<b>Session – 1,</b> Disaster Management
10:15 - 11:15	<b>Session - 2</b> Dealing cases under wet Land and paddy land , KMMC Rules 2015 and KMPIMST Rules 2015
11:15 - 11:30	<b>TEA BREAK</b>
11:30 - 13:00	<b>Session - 3</b> RTI & RTS
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 15:30	<b>Session – 4</b> Assessment of Basic Tax and Plantation Tax
15:30 - 15:45	<b>TEA BREAK</b>
15:45 - 17:00	<b>Session – 5</b> Assessment of Kerala Building Tax
<b>Day 5</b>	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:30	<b>Session – 1</b> Effective Revenue Recovery
11:30 - 11:45	<b>TEA BREAK</b>
11:45 - 13:00	<b>Session – 2</b> Preparation, serving, affixing and publication of notices under various Acts & Rules
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 16:45	<b>Session - 3 &amp; 4</b> Certificates (with a tea break between 15:30 - 15:45)
16:45 - 17:00	<b>Session – 5</b> Evaluation by trainees

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

Day 1	
Timings	Topic
9:30 - 10:00	Registration of Participants
10:00 - 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 paddy & wet land, KMMC Rules 2015 KMPIMST Rules
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
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

Prospective Tahsildars  
REFRESHER TRAINING

Day 1	
Timings	Topic
9:30 - 10:00	Registration of Participants
10:00 - 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 paddy & wet land, KMMC Rules 2015 KMPIMST Rules
Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	Session – 1 Land assignment & Lease
11:15 - 11:30	TEA BREAK
11:30 - 13:00	Session – 2 Kerala Financial Code
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

## REFRESHER TRAINING

Day 1	
Timings	Topic
9:30 - 10:00	Registration of Participants
10:00 - 11:15	<b>Session – 1</b> Introduction, Welcome to the training course Pre Training evaluation
11:15 - 11:30	TEA BREAK
11:30 - 13:00	<b>Session - 2</b> Conservation of public lands
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	<b>Session – 3</b> Preparation of different mahazars
15:30 - 15:45	TEA BREAK
15:45 - 17:00	<b>Session – 4</b> 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	<b>Session - 1</b> Effective revenue recovery
11:30 - 11:45	TEA BREAK
11:45 - 13:00	<b>Session - 2</b> Assessment of basic tax and plantation tax
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	<b>Session - 3</b> Assessment of building tax
15:30 - 15:45	TEA BREAK
15:45 - 17:00	<b>Session - 4</b> Dealing cases under paddy & wet land, KMMC Rules 2015 KMPIMST Rules
Day 3	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:15	<b>Session – 1</b> Land assignment
11:15 - 11:30	TEA BREAK
11:30 - 13:00	<b>Session – 2</b> Lease
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	<b>Session - 3</b> Transfer of registry, Prohibitive Land Transfer
15:30 - 15:45	TEA BREAK
15:45 - 17:00	<b>Session – 4</b> Booking of Ceiling Rules & Report to Land Tribunal
Day 4	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 13:00	<b>Session – 1 &amp; 2</b> 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	<b>Session – 3</b> Basic ethics in administration & People Friendly Administration
15:30 - 15:45	TEA BREAK
15:45 - 17:00	<b>Session – 4</b> Vigilant Kerala
Day 5	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:30	<b>Session – 1</b> Disaster Management [Practical]
11:30 - 11:45	TEA BREAK
11:45 - 13:00	<b>Session – 2</b> RTI & RTS
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	<b>Session - 3</b> Post training evaluation
15:30 - 15:45	TEA BREAK
15:45 - 17:00	<b>Session – 4</b> Photo session and certificate distribution

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS-05****Officers to be deputed :Deputy Collector, Tahsildar, Dy. Tahsildar, VOs****SOFT SKILL TRAINING FOR BETTER PUBLIC RELATION**

<b>Day 1</b>	
9:30 - 10:00	Registration of Participants
10:00 - 11:15	<b>Session – 1</b> Inaugural session-Presentation
11:15 - 11:30	TEA BREAK
11:30 - 13:00	<b>Session – 2</b> People first- Showing respect
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	<b>Session – 3 &amp;4</b> Communication Skills Lecture, Case Study & Management Games ( with a tea break between 15:30 - 15:45)
<b>Day 2</b>	
10:00 - 10:15	Recap of previous day's sessions
10:15 – 11:30	<b>Session - 1</b> Telephone Etiquette, Group discussion and Role play
11:30-11:45	TEA BREAK
11:45 – 13:00	<b>Session - 2</b> Active Listening, Lecture, Role Play & Management Games
13:00 - 14:00	LUNCH BREAK
14:00 - 17:00	<b>Session - 3 &amp;4</b> Conflict resolution, Role Play, Case Study (with a tea break between 15:30 - 15:45)
<b>Day 3</b>	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:30	<b>Session – 1</b> Self Awareness & Self Control, Activity based action plan
11:30 - 11:45	TEA BREAK
11:30 - 13:00	<b>Session - 2</b> Negotiation Skills, Lecture, Case Study & Management Games
13:00 - 14:00	LUNCH BREAK
14:00 - 15: 30	<b>Session - 3</b> Negotiation Skills, Lecture, Case Study & Management Games
15:30 - 15:45	TEA BREAK
15:45 - 17: 00	<b>Session - 4</b> Empathy-Understanding the feelings of others : Case Study
<b>Day 4</b>	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 13:00	<b>Session – 1&amp;2</b> 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	<b>Session – 3&amp;4</b> Team Player for effective enforcement Lecture, Case Study & Management Games (with a tea break between 15:30 - 15:45)
<b>Day 5</b>	
10:00 - 10:15	Recap of previous day's sessions
10:15 - 11:30	<b>Session – 1</b> 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	<b>Session – 2</b> Consensus Building and convergence
13:00 - 14:00	LUNCH BREAK
14:00 - 15:30	<b>Session - 3</b> Change Management: Activities, Discussion, case study
15:30 - 15:45	TEA BREAK
15:45 - 17:00	<b>Session - 4</b> Evaluation -Discussion

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS06**

**Officers to be deputed:**

**DT/JS/VO, Clerk ,VFA**

**MAHAZAR, NOTICE etc.**

<b>Day 1</b>	
<b>Timings</b>	<b>Topic</b>
<b>9:30 - 10:00</b>	Registration of participants
<b>10:00 - 10:45</b>	<b>Session 1: Introduction</b> Welcome to the training course
<b>10:45 - 11:00</b>	<b>TEA BREAK</b>
<b>11:00 - 13:00</b>	<b>Session - 2</b> Confiscation, Seizure, Assessment of Articles & Stop memo (Do's & Don'ts) & Serving of Notice
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 17:00</b>	<b>Session - 3 &amp; 4</b> (with a tea break between 15:30 - 15:45) Statement of Facts
<b>Day 2</b>	
<b>10:00 - 10:15</b>	<b>Recap of Previous Day's sessions</b>
<b>10:15 - 13:00</b>	<b>Session - 1 &amp; 2</b> (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
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 15:30</b>	<b>Session - 3</b> Practical- Assessment of confiscated sand/metal/earth/wood
<b>15:30 - 15:45</b>	<b>TEA BREAK</b>
<b>15:45 - 17:00</b>	<b>Session - 4</b> Self evaluation by Trainees

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS07**

**Officers to be deputed:**

**RDOs, ADMs, Tahsildars,  
Dy. Tahsildars , JS & SS, Bench  
Clerk, Magisterial Clerks of  
Collectorates**

**CrPC and EXECUTIVE MAGISTRATES**

<b>Day 1</b>	
<b>Timings</b>	<b>Topic</b>
9:30 - 10:00	Registration of participants
10:00 - 10:45	<b>Session 1: Introduction</b> Welcome to the training course
10:45 - 11:00	<b>TEA BREAK</b>
11:00 - 13:00	<b>Session - 2</b> Discussion on CrPC 20(1), CrPC 44 (1),(2), 58, 59, 71 & 78
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 15:30	<b>Session - 3</b> Discussion on CrPC - 80, 81(1), 93 (1), 94(1), 97 & 98
15:30 - 15:45	<b>TEA BREAK</b>
15:45 - 17:00	<b>Session - 4</b> Discussion on CrPC - 103, 107, 108, 109, 110 ,111-124
<b>Day 2</b>	
10:00 - 10:15	<b>Recap of Previous Day's sessions</b>
10:15 - 11:30	<b>Session - 1</b> Discussion on CrPC - 129, 133 & 144, 145-148
11:30 - 11:45	<b>TEA BREAK</b>
11:45 - 13:00	<b>Session - 2</b> High Court Criminal Rules of Practice , Dying Declaration
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 15:30	<b>Session - 3</b> Drafting of Orders/Proceedings
15:30 - 15:45	<b>TEA BREAK</b>
15:45 - 17:00	<b>Session - 4</b> Preparation of Statement of Facts

<b>Day 3</b>	
10:00 - 10:15	<b>Recap of Previous Day's sessions</b>
10:15 - 11:30	<b>Session – 1</b> Mahazar, Inquest & Exhumation CrPC 176,174 Sn
11:30 - 11:45	<b>TEA BREAK</b>
11:45 - 13:00	<b>Session – 2</b> Types of Courts and its jurisdiction procedures of civil court
13:00 - 14:00	<b>LUNCH BREAK</b>
14:00 - 15:30	<b>Session – 3</b> Court Procedure - Role Play
15:30 - 15:45	<b>TEA BREAK</b>
15:45 - 17:00	<b>Session – 4</b> Self evaluation by Trainees

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)



**COURSE CODE: ILDMCTPS08****Officers to be deputed:****Tahsildars, Dy.Tahsildars, RIs,  
HCs, VOs, SVOs, Sr. Clerks,  
Clerks, VAs & VFAs****FOUNDATION COURSE IN DISASTER MANAGEMENT**

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

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS10****Officers to be deputed:****Tahsildars, Spl.Tahsildars, Clerks, VOs, SVOs  
& VAs****DEALING PADDY & WET LAND CASES**

<b>Day 1</b>	
<b>Timings</b>	<b>Topic</b>
<b>9:30 - 10:00</b>	Registration of participants
<b>10:00 - 10:45</b>	<b>Session 1: Introduction</b> ❖ Welcome to the training course
<b>10:45 - 11:00</b>	<b>TEA BREAK</b>
<b>11:00 - 13:00</b>	<b>Session - 2</b> Importance of protection of Paddy land in Kerala
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 15:30</b>	<b>Session - 3</b> Preparation of data bank and dealing conversion requests under Paddy and Wetland Act.
<b>15:30 - 15:45</b>	<b>TEA BREAK</b>
<b>15:45 - 17:00</b>	<b>Session - 4</b> KMMC Rules 2015 & KMPIMST Rules 2015 (Relevant Rules for Revenue Officials)
<b>Day 2</b>	
<b>10:00 - 10:15</b>	Recap of Previous Day's sessions
<b>10:15 - 13:00</b>	<b>Session - 1 &amp; 2</b> (with Tea Break between 11:15 - 11:30) Role of Different Revenue Officials under the KLU order & Paddy and Wetland Act
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 15:30</b>	<b>Session - 3</b> Practical - Preparing Mahazar during seizure and confiscation of vehicles from paddy land & Case study
<b>15:30 - 15:45</b>	<b>TEA BREAK</b>
<b>15:45 - 17:00</b>	<b>Session - 4</b> Presentation and Self evaluation by Trainees

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

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	
10.00 AM - 1.00 PM	<b><u>Introduction to Land Reforms in the State</u></b> 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	<b><u>ROLES AND FUNCTIONS OF TALUK LAND BOARDS</u></b> 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	<b><u>Roles and functions of TLB Continued</u></b> 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	<b><u>Miscellaneous provisions of KLR Act</u></b> 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	<b><u>Role play on a Taluk Land Board Court</u></b> 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)
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.

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**Course Code: ILDMCTPS12**

**Officers to be deputed:**

**Tahsildars, HMOs, RIs &  
Clerks of Land Tribunal  
Offices**

**DEALING CASES AT LAND TRIBUNAL**

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

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS13****Officers to be deputed: Tahsildars, Dy.Tahsildars, RIs, SVOs, Clerks  
dealing Land Acquisition files****LAND ACQUISITION**

<b>Day 1</b>	
<b>Timings</b>	<b>Topic</b>
<b>9:30 - 10:00</b>	Registration of participants
<b>10:00 - 10:45</b>	<b>Session 1:</b> Introduction Welcome to the training course
<b>10:45 - 11:00</b>	<b>TEA BREAK</b>
<b>11:00 - 13:00</b>	<b>Session - 2</b> Differentiating Act of 1894 Vs Act of 2013
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 17:00</b>	<b>Session - 3&amp;4</b> An overview of Land Acquisition Act 2013 & Rules , Discussion of the workflows associated (Tea Break Between 15:30-15:45)
<b>Day 2</b>	
<b>10:00 - 10:15</b>	<b>Recap of Previous Day's sessions</b>
<b>10:15 - 11:30</b>	<b>Session - 1</b> Preparation of Process Map in Land Acquisition & Identification of problems associated with each process stage
<b>11:30 - 11:45</b>	<b>TEA BREAK</b>
<b>11:45 - 13:00</b>	<b>Session - 2</b> 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]
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 15:30</b>	<b>Session - 3</b> Negotiation and conflict resolution, Workflow for LAR Cases
<b>15:30 - 15:45</b>	<b>TEA BREAK</b>
<b>15:45 - 17:00</b>	<b>Session - 4</b> 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.

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**Course Code: ILDMCTPS14**

**Officers to be deputed:**

**Staff of Special LA offices of  
Idukki and Thrissur**

**LAND ASSIGNMENT UNDER 1993 SPECIAL RULES**

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

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS15****Officers to be deputed:****Tahsildars/ Dy.Tahsildars/ Clerks  
dealing Land Assignment files in  
Taluk, RDO Offices and****Collectorates****LAND ASSIGNMENT**

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

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**Course Code: ILDMCTPS16**

**Officers to be deputed:**

**Tahsildars, Dy.Tahsildars,Clerks,  
VOs, SVOs, VAs & VFA**

**PROTECTION OF PUBLIC LANDS & Minerals**

<b>Day 1</b>	
<b>Timings</b>	<b>Topic</b>
<b>9:30 - 10:00</b>	Registration of Participants
<b>10:00 – 10:45</b>	<b>Session - 1</b> Introduction Welcome to the training course
<b>10:45 – 11:00</b>	<b>TEA BREAK</b>
<b>11:00 – 13:00</b>	<b>Session - 2</b> Public lands and the importance of protecting public lands
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 17:00</b>	<b>Session - 3 &amp; 4</b> (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
<b>Day 2</b>	
<b>10:00 - 10:15</b>	<b>Recap of previous day's sessions</b>
<b>10:15 - 11:30</b>	<b>Session - 1</b> Dealing Cases under KLC – Trees
<b>11:30 - 11:45</b>	<b>TEA BREAK</b>
<b>11:45 - 13:00</b>	<b>Session - 2</b> Dealing Cases under KLC,MMDR and Sand Act for Minerals , Calculation fines Penal summons
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 15:30</b>	<b>Session - 3</b> Dealing Cases under Sand Act, Serving of Notices Do's & Don'ts
<b>15:30 - 15:45</b>	<b>TEA BREAK</b>
<b>15:45 - 17:00</b>	<b>Session - 4</b> Presentation and self-evaluation by the trainees

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)



**COURSE CODE: ILDMCTPS17**

**Officers to be deputed:**

**Tahsildars, Dy.Tahsildars, Clerks,  
VOs, SVOs, VAs & VFA**

**EFFECTIVE REVENUE RECOVERY**

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

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**Course Code: ILDMCTPS18**

**Officers to be deputed:**

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

**KERALA BUILDING TAX & PLANTATION TAX**

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

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS 21**

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

**TRAINING ON JAMABANDHI**

<b>Day 1</b>	
<b>Timings</b>	<b>Topic</b>
<b>9:30 - 10:00</b>	Registration of Participants
<b>10:00 - 10:45</b>	<b>Session - 1</b> Introduction Welcome to the training course
<b>10:45 - 11:00</b>	<b>TEA BREAK</b>
<b>11:00 - 13:00</b>	<b>Session - 2</b> Importance of Conducting Jamabandhi in Revenue Offices
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 17:00</b>	<b>Session - 3 &amp; 4</b> Registers Related to Jamabandhi Process (with a tea break between 15:30)
<b>Day 2</b>	
<b>10:00 - 10:15</b>	<b>Recap of previous day's sessions</b>
<b>10:15 - 13:00</b>	<b>Session - 1 &amp; 2</b> Preparation of Check Memo Connected with Jamabandhi operations (with a tea break between 11:15 - 11:30)
<b>13:00 - 14:00</b>	<b>LUNCH BREAK</b>
<b>14:00 - 17:00</b>	<b>Session 3&amp; 4</b> Computerized Jamabandhi Operations (with a tea break between 15:30)

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)

**COURSE CODE: ILDMCTPS 023**

**Officers to be deputed:** Deputy Collector (DM)/ADM,  
Tahsildars/Deputy Tahsildars, VO  
and Section Clerks concerned with RMF

**RIVERBANK PROTECTION AND MANAGEMENT**

<b>Day 1</b>	
<b>Timings</b>	<b>Topic</b>
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.
<b>Day 2</b>	
10: 00 - 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 : Preparation of Mahazar & Assessment of Articles, confiscates seized as part of regulatory measures by Revenue Officials (Tea Break 15.30 – 15.45)
16: 45 – 17:00	Session 4: Concluding session with distribution of participation certificate and photo session

\* yoga session 7.30 am to 9.30 am (each training - 2nd day onwards)





**Institute of Land and Disaster Management**  
**Department of Revenue & Disaster Management**

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