

**WEEKLY TRAINING PROGRAM**  
COMPUTER INSTRUCTOR/LAB ATTENDENT  
COMMENCING FROM 30th May, 2005

**WEEK 1ST**

Tea Break 11.00 to 11.30

Lunch Break 1300 TO 1400 HRS

**Computer Instructors / Lab Assistants**

Day / Date	Time	Subject	Instructors
1st, Monday	09.00 to 10.00	LAND RECORDS MANNUAL	SH JAGDISH LAL
	10.00 TO 1100	MENSURATION	SH JASWINDER SINGH
	1100 TO 11.30	TEA BREAK	
	11.30 TO 13.00	CHAK BANDI	SH CHANDER MOHAN
	13.00. TO 14.00	LUNCH	
	14.00 TO 15.00	LAND RECORD MANNUAL	SH JASWINDER SINGH
	15.20 TO 1700	MEASUREMENTS & PREPARATION OF VILLAGE MAP	SH JAGDISH LAL

Day / Date	Time	Subject	Instructors
2nd, Tuesday	09.00 to 11.00	Jamabandi Module & Data Entry Prog.	Rajesh Kumar & Sanjiv Kumar
	11.00 to 11.20	Tea Break	
	11.20 to 12.00	Motivation	S.S. Sandhu
	12.00 to 13.30	Introduction - Khasra Girdawari	S.S. Sandhu & Sanjiv Kumar
	14.00 to 15.30	Inscript Punjabi	S.S. Sandhu & Rajesh Kumar
	15.30 to 15.50	Tea Break	
	15.50 to 17.00	Khasra Girdawari	S.S. Sandhu & Rajesh Kumar

Day / Date	Time	Subject	Instructors
3rd, Wednesday	09.00 to 11.00	Inscript Punjabi	Rajesh Kumar & Rajan
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Khasra Girdawari	S.S. Sandhu & Rajesh Kumar
	14.00 to 15.30	Change Field Land Type	S.S. Sandhu & Rajesh Kumar
	15.30 to 15.50	Tea Break	
	15.50 to 17.00	Practice Field Book Entry	S.S. Sandhu & Rajesh Kumar

Day / Date	Time	Subject	Instructors
4th, Thursday	09.00 to 11.00	Inscript Punjabi	Rajesh Kumar & Rajan
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Mutation - Bai	S.S. Sandhu & Rajesh Kumar
	14.00 to 15.30	Mutation - Hibba	S.S. Sandhu & Rajesh Kumar
	13.50 to 17.00	Jamabandi Module	S.S. Sandhu & Rajesh Kumar

Day / Date	Time	Subject	Instructors
5th, Friday	09.00 to 11.20	Mutation Module ( Patta, Fakul Patta )	S.S. Sandhu & Sanjiv Kumar
	11.20 to 13.30	Hibba & Virasat	S.S. Sandhu & Sanjiv Kumar
	14.00 to 15.30	Inscript Typing	S.S. Sandhu & Rajesh Kumar
	15.30 to 17.00	Jamabandi Entry	S.S. Sandhu & Rajesh Kumar

**WEEKLY TRAINING PROGRAMME****WEEK 2ND****COMMENCING FROM**

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
1st, Monday	09.00 to 11.00	Mutation Module	Lt.Col. S.S. Sandhu & Vishal Batta
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Inscript Punjabi	S.S. Sandhu
	14.00 to 15.30	Girdawari Prepare & Edit	S.S. Sandhu & Vishal Batta
	15.30 to 17.00	Jamabandi	S.S. Sandhu & Vishal Batta

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
2nd, Tuesday	09.00 to 11.00	Rehan dar Rehan, Fakul Rehan dar rehan	S.S. Sandhu & Hemant
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Motivation	S.S. Sandhu
	14.00 to 15.30	Khasra Girdawari Entry of Data and prepare Jinswar	Hemant & Rajesh Kumar
	15.50 to 17.00	Inscript punjabi	Rajan

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
3rd, Wednesday	09.00 to 11.00	Mutation-Tabadala	S.S. Sandhu & Vishal Batta
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Mutation-Takseem	Sanjiv Kumar & Rajesh Kumar
	14.00 to 15.30	Change Fd. Land Type	S.S. Sandhu & Rajesh Kumar
	15.30 to 15.50	Tea Break	
	15.50 to 17.00	Jamabandi Entry	S.S. Sandhu & Rajesh Kumar

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
4th, Thursday	09.00 to 11.00	Mutation Takseem	S.S. Sandhu & Rajesh Kumar
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Introduction to Musabi	Mr. Jagdeep
	14.00 to 15.30	Khasra Girdawri (change fd land type )	Mr. Rajesh Kumar
	13.50 to 17.00	Validation of Mutation by Kanungo	S.S. Sandhu

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
5th, Friday	09.00 to 11.00	Approval of mutation by Tehsildar & updation by patwari	S.S. Sandhu & Rajesh Kumar
	11.20 to 13.30	Jamabandi Entry	S.S. Sandhu & Rajesh Kumar
	14.00 to 15.30	Inscript Typing	Rajan & Rajesh Kumar
	15.30 to 17.00	Viewing Jamabandi, Mutation, Khasra Girdawri	S.S. Sandhu & Rajesh Kumar

**WEEKLY TRAINING PROGRAMME****WEEK 3rd****COMMENCING FROM**

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
1st, Monday	09.00 to 11.00	Change cultivator details	Lt.Col.S.S. Sandhu & Sanjiv Kumar
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Majid Add Rehan ( Rojnamcha )	Mr. Rajesh Kumar
	14.00 to 15.30	Inscript Punjabi	S.S. Sandhu & Rajan
	15.30 to 17.00	Musabi and Sehajra Nasab	Jaswinder Kanungo & Jagdeep Singh

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
2nd, Tuesday	09.00 to 11.00	Add Rehan & Fak Add Rehan	S.S. Sandhu & Rajesh
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Change Cultivators Details-	Rajan & Rajesh Kumar
	14.00 to 15.30	Mutation - Hibba	S.S. Sandhu & Vishal
	15.50 to 17.00	Inscript Punjabi	Mr. Rajesh Kumar

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
3rd, Wednesday	09.00 to 11.00	Rojnamacha Waquti ( Court & Govt. Orders )	Rajesh Kumar & Sanjiv Kumar
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Increase In Rehan	Rajesh Kumar & Sanjiv Kumar
	14.00 to 15.30	Inscript Punjabi	Rajesh Kumar & Rajan
	15.30 to 15.50	Tea Break	
	15.50 to 17.00	Mutation - Tabdeel Malkiat	Rajesh Kumar & Sanjiv Kumar

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
4th, Thursday	09.00 to 11.00	Khasra Girdabri (Change Field Land)	Rajesh Kumar & Sanjiv Kumar
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Update Girdawri	S.S. Sandhu & Rajesh Kumar
	14.00 to 15.30	Inscript punjabi	Rajesh Kumar & Hemant
	13.50 to 17.00	Rehan Dar Rehan, Fakul Rehan Dar Rehan	Rajesh Kumar & Hemant

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
5th, Friday	09.00 to 11.00	Various types of Nakals	Sanjiv & Rajesh
	11.20 to 13.30	Validation of mutation, approval & updation of Jamabandi	
	14.00 to 15.30	Inscript Typing	S.S. Sandhu & Rajesh
	15.30 to 17.00	Reports (Jamabandi)	S.S. Sandhu & Rajesh

**WEEKLY TRAINING PROGRAMME****WEEK 4th****COMMENCING FROM**

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
1st, Monday	09.00 to 11.00	Report on mutation(accepted, rejected, pending)	Lt. Col. S.S. Sandhu & Vishal Batta
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Report on Khasra Girdawri	Rajesh Kumar & Vishal
	14.00 to 15.30	Inscript Punjabi	Lt. Col. S.S. Sandhu & Rajesh
	15.30 to 17.00	Mutation - Bai, Hibba	Jaswinder Kanungo & Rajesh

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
2nd, Tuesday	09.00 to 11.00	Mutation Tabadla, Takseem	Rajesh & Vishal
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Inscript punjabi	Rajesh Kumar
	14.00 to 15.30	Jins war- Girdabri	S.S. Sandhu & Rajesh Kumar
	15.50 to 17.00	Edit & update Girdabri	S.S. Sandhu & Rajesh Kumar

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
3rd, Wednesday	09.00 to 11.00	Revisions Field Books and Jamabandi	Rajesh Kumar
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Revision Mutation module	S.S. Sandhu
	14.00 to 15.30	Inscript Punjabi	S.S. Sandhu & Rajesh Kumar
	15.30 to 15.50	Tea Break	
	15.50 to 17.00	Various Types of Nakals & GIS Module	Jagdeep Singh

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
4th, Thursday	09.00 to 11.00	Revision of various types of reports (Rojnamacha)	S.S. Sandhu & Rajesh Kumar
	11.00 to 11.20	Tea Break	
	11.20 to 13.30	Mutation Module Revision	S.S. Sandhu & Rajesh Kumar
	14.00 to 15.30	Jamabandi & GIS Revisiion	Jagdeep Singh
	13.50 to 17.00	Inscript Punjabi	Rajesh Kumar

<b>Day / Date</b>	<b>Time</b>	<b>Subject</b>	<b>Instructors</b>
5th, Friday	09.00 to 17.00	Tests of all candidates	S.S. Sandhu, Vishal Batta & Rajesh