

SPORTS DEPARTMENT: CHANDIGARH ADMINISTRATION

TENTATIVE MONTHLY WORK SCHEDULE FOR THE MONTH OF _____ Year-20__

Name of Coach _____ Discipline _____

Coaching Centre/ : Morning _____ Evening _____

Timing:- Morning _____ Evening _____

NUMBER OF TRAINEES: Male _____ Female _____

Morning

Sub Jr.	Jr.	Sr.	Sub Jr.	Jr.	Sr.

Evening

Sub Jr.	Jr.	Sr.	Sub Jr.	Jr.	Sr.

TASK TO BE TAKEN

1ST Fortnight

Days	Physical	Technical	Tactical
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			

2nd Fortnight

Days	Physical	Technical	Tactical
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			

Task of previous month has been added

Yes	No
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If yes,
why _____

SIGNATURE OF COACH

Note:

1. The work schedule Performa should be submitted in the Office on last working day of month.
2. Any change in venue/timings with the concurrence of District Sports Officer should be intimated to the office in advance.
3. Any assignment/duty/leave should be formally informed in the Office.
4. Mention name of the Skills/Functional Skills, Technical/Tactical Skills, Specific Perfection Skills, Lead Up Skills, Split Games/Perfection Games etc.