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| **PRABIR MAITY** | **ACTION PLAN** |
| **TIMING** | TOPIC | 29-Dec | 30-Dec | 31-Dec | 01-Jan | 02-Jan |
| 11.00am to 12.00pm | excel | loan sheet | result sheet | bill sheet | test | practice |
| 12.00pm to 1.00pm | word | references | review | view | test | practice |
| 1.00pm to 2.00pm | excel | loan sheet | result sheet | B.salary sheet | B. loan sheet | practice |
| 2.00pm to 3.00pm | free | free | free | free | free | free |
| 3.00pm to 4.00pm | tally | vat | assignment | service tax | assignment | practice |
| 4.00pm to 5.00pm | word | references | review&view | test | ms ppt | practice |
| 5.00 pm to 6.00 pm | tally | multivat | assignment | service tax | assignment | practice |