

# ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWS  
LETTER

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Message from the Principal Secretary,  
Administrative Reforms & Training Department  
Govt of Assam



*It gives me immense pleasure to learn that the Assam Administrative Staff College is publishing its Newsletter shortly.*

*The Assam Administrative Staff College has been striving to emerge as a centre of excellence for learning, imparting quality training to all categories of civil servants since its inception. The State having recently adopted the State Training Policy, the Assam Administrative Staff College would now have to play a pioneering role in all the major training initiatives of the State.*

*The newsletter is an endeavour towards achieving one of its missions. It gives an overall picture of all training activities and other major events like conferences, workshops, etc which have been held at Assam Administrative Staff College in 2013-14. It highlights the efforts made to become a centre of excellence as per ISO specification for good governance.*

*The newsletter would help the Institute to partner with other training institutes in matters of documentation of best practices and sharing of resources with the ultimate objective of replication of the good practices. I hope that continuous efforts will be made for publication of the newsletter so that the process of sharing useful knowledge with other training institutes goes on uninterrupted.*



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## **GOVT NOTIFIES STATE TRAINING POLICY**

The State Training Policy has been notified vide Govt notification No TRG.14/2010/215 dated 7th Nov, 2012 with a view to taking governance to the doorsteps of people, managing change, enhancing performance and bringing about good governance. The ultimate objective of the policy is “training for all”

It strives for a competency-based approach, matching individual competencies to their posts and according to which training plans of all department/organizations need to be addressed.

The framework for training has also been elaborated for designing and organizing induction training, in-service training and special training. Career-specific training interventions on core areas of specialization have also been aimed at for competence building.

Every department shall have to ensure adoption of Systematic Approach to Training as per the Training Policy, including preparation of Training Manual, Annual Training Plan and Perspective Plan for all cadres under it.

Heads of each Department/Organization have to designate one Training Manager for Management of Training.

The policy further envisages that State Level Training Institute viz AASC be conferred functional and financial autonomy to enable it to be at par with the best training institutes of national and international standards. AASC accordingly has to endeavour to function as a Centre of Excellence and act as Resource Centre by documenting innovations, special initiatives, best practices and success stories of various departments and civil servants.

This Policy further provides that each department would set aside an amount equivalent to at least 0.5% of total salary budget for training separately initially for a period of three years to be reviewed thereafter.

## **AASC BECOMES A SOCIETY**

As envisaged in the State Training Policy, AASC has been notified as AASCs vide State Govt Notification No TRG.73/2010/166 dated 7th Nov, 2012 so that it can play a major role in all capacity-building activities of all categories of Government servants. Accordingly functional and financial autonomy have been conferred on AASC. The AASC Society has been constituted with a Board of Management (BOM), which is the apex body of the Society exercising all administrative, financial, establishment etc powers for managing the Society. An Executive Committee headed by the senior-most Secretary, AR & T Department under the overall control of the BOM has also been formed to function as per the provisions of the Memorandum of Association and Rules and Regulations (Bye Laws) framed for the purpose.

### **First Meeting of the Board of Management of Assam Administrative Staff College Society held**

The first meeting of the Board of Management of Assam Administrative Staff College Society was held on 23rd September, 2013. It was presided over by Shri P.P. Varma, the then Chief Secretary to the Government of Assam and ex-officio Chairperson of the Society. It was attended by Dr Mridul Hazarika, Vice-Chancellor, Gauhati University, Shri Subhash Ch. Das, Additional Chief Secretary, Revenue and Disaster Management Department, Shri Rajiv Kr Bora, Principal Secretary, Administrative Reforms and Training Department, Shri Kumar Sanjay Krishna, Principal Secretary, Planning and Development Department, Shri Paban Kr. Barthakur, Commissioner and Secretary, Finance Department, and Shri H. K. Dev Mahanta, Director of Training, Assam Administrative Staff College. It was decided that the Executive Committee will take steps for framing of financial and service bye-laws, restructuring of the AASC website and execution of Memorandum of Understanding with CIPS in Hyderabad.



## First Meeting of the Executive Committee of Assam Administrative Staff College Society held

The Executive Committee of the Society was held on 10th October, 2013 in the Board Room of Assam Administrative Staff College.



It was presided over by Shri Rajiv Kr. Bora, Principal Secretary to the Government to Assam, Administrative Reforms and Training Department and ex-officio Chairperson of the Executive Committee of the Assam Administrative Staff College Society, and attended by Shri Dipak Kr. Sarma, Secretary, Personnel, Administrative Reforms and Training Department, Shri H. K. Dev Mahanta, Director of Training, AASC, Shri Basumatary, Under Secretary, Finance Department and officers of AASC.

It was decided that three sub-committees --- one each for framing of Financial Bye-laws, Service Bye-laws, and finalization of the logo of AASC – would be constituted. Revision of the rates of rent for the conference halls, training halls etc., engagement of Chartered Accountant and restructuring of the AASC website were the other major decisions taken.

## FOUNDATION TRAINING PROGRAMME FOR OFFICER TRAINEES OF ACS AND ALLIED SERVICES OF 2013 BATCH HELD

A two-week foundation training programme for the newly-recruited officers belonging to Assam Civil Service, Assam Police Service and Allied Services of 2013 batch was conducted from 5th to 17th August, 2013 at Assam Administrative Staff College (AASC).

59 ACS, 29 APS, 19 Sales Tax Superintendent and two Superintendent of Excise officer trainees attended the Foundation Course. The course was inaugurated by Shri Rajiv Kr. Bora, IAS, Principal Secretary to the Government of Assam, Personnel and AR &T Department, who also administered the oath of office to the Officer Trainees. Shri Harendra Kr Dev Mahanta, IAS, Director of Training, Assam Administrative Staff College welcomed all the newly-recruited Officers.



## Training of IAS Officer Trainees of North East and AGMUT cadres of 2012 batch at AASC

A one-week special training programme for 25 IAS Officer Trainees of Assam-Meghalaya, Manipur-Tripura, Nagaland, Sikkim and AGMUT cadres of 2012 batch was held at Assam



Administrative Staff College from 24th to 28th June, 2013.

The programme was a combination of classroom sessions and field visits. This special training programme was followed by a two-week North East darshan from 30th June to 13th July, 2013 for the 15 Officer Trainees of the Assam-Meghalaya, Manipur-Tripura, Nagaland and Sikkim cadres. They visited Tinsukia, Digboi, Sibsagar and Numaligarh in Assam and Imphal, Agartala, Kohima and Shillong. The six Officer Trainees of the Assam-Meghalaya cadre further underwent a one-week orientation programme from 15th to 19th July, 2013 at AASC.

## 6-WEEK INDUCTION TRAINING PROGRAMME FOR THE ACS OFFICER TRAINEES OF 2013 BATCH IN AASC

Subsequent to the foundation training programme, the 59 ACS Officers Trainees of 2013 batch and one Officer Trainee of 2010 batch underwent a six-week Induction Training from 19th August to 28th September, 2013 at Assam Administrative Staff College. The course was inaugurated by Shri Dipak Kr. Sarma, IAS, Secretary to the Government of Assam, Personnel, Administrative Reforms and Training Departments.



The newly-recruited officers were trained extensively on various facets of the revenue administration, office procedures, magistracy,

election, disaster management, flagship programmes of the Governments, Panchayat Raj Institutions recommendation on 2nd ARC, e-governance, RTI Act, Assam Right to Public Services Act, ethics and values etc. The officers also undertook exposure trips to Data Centre, AMTRON, Kastuba Gandhi Memorial Trust, SIRD Training Centre, 4th Assam Police Battallion, Participatory Rural Appraisal – village study at Dimoria Development Block, Kamrup DC Office, Gauhati Refinery and also to 12th Assam Rifles at Tezpur. The programme was rounded off with the Officer Trainees calling on the Hon'ble Governor of Assam, Shri J B Patnaik, and the Hon'ble Chief Minister of Assam, Shri Tarun Gogoi.



The induction course was co-ordinated by Shri D.J. Kalita, ACS, Joint Director of Training and Smti Miranda Das, ACS, Deputy Director of Training, AASC as Course Directors.





## **THREE-DAY WORKSHOP ON THE PREPARATION AND FORMULATION OF RFDS**

A three-day workshop on sensitization of officers of Government of Assam for preparation and formulation of Results-Framework Documents (RFD) was held at Assam Administrative Staff College in collaboration with Performance Management Division of Cabinet Secretariat, Government of India from 25th to 27th September, 2013. This programme was held primarily for the Responsibility Centres (Directorates) and Departments of Government of Assam with the domain expertise of seven resource persons of the Performance Management Division (PMD), Cabinet Secretariat, Government of India.



114 Responsibility Centres and Departments of Government of Assam participated in this programme. As a first step, the PMD resource persons briefed the participating Departments and Directorates of Government of Assam in detail about the Results-Framework Management System (RFMS) and later, they also gave them hands-on training in the preparation and online submission of Results-Framework Documents (RFD) through the Results-Framework Management System (RFMS) website for ensuring that they optimize their performance.

## **AD-HOC TASK FORCE (ATF) REVIEWS DRAFT RESULTS-FRAMEWORK DOCUMENTS (RFDS) OF GOVERNMENT OF ASSAM FOR THE YEAR 2013-2014.**

The Ad-hoc Task Force (ATF) constituted by the Cabinet Secretariat, Government of India consisting of domain experts, distinguished academicians, former Secretaries to the Government of India and corporate heads of repute to scrutinize and evaluate the performance of the Departments of Government of India reviewed the draft Results-Framework Documents (RFDs) of the Government of Assam for the year 2013-14 in the meeting of the Ad-hoc Task Force (ATF) from 3rd to 4th September, 2013 at Assam Administrative Staff College.



In the review, 23 distinguished ATF members were supported by a resource person of PMD, Cabinet Secretariat, Government of India. State Government Departments were grouped into six syndicates on the basis of allied nature, namely (1) Agriculture and Rural Development (2) Human Development (3) Resource Management (4) Trade, Industries and Service (5) Infrastructure Development and (6) Social Welfare. This programme was aimed at providing proactive support to the Departments in achieving their goals. A total of 51 Departments of Government of Assam got their RFDs reviewed during the exercise with the ATF members who put the State Government officials through the paces in preparation of RFDs.

## **MARCHING TOWARDS ISO 9001:2008**

The Assam Administrative Staff College (AASC) , Khanapara, Guwahati , Assam is expected to be certified shortly as an ISO 9001:2008 organization as all the stages required for being accredited with ISO certification have been completed. As a step for the implementation of ISO 9001:2008 QMS, Assam Administrative Staff College, Khanapara, Guwahati, has developed its quality policy by setting performance targets through quality objectives and document control mechanism. The processes of different activities of AASC have been mapped for standardization and interlinked to improvise service delivery mechanism. Each and every activity that is done for generating an output is linked to its key performance indicator (KPI) in terms of days for completion or percentage of achievement.

The National Productivity Council (N.P.C.), under Ministry of Commerce & Industry, Govt. of India acted as the consultant towards attaining ISO 9001:2008 QMS at Assam Administrative Staff College, Khanapara, Guwahati . With the introduction ISO 9001:2008 Quality Management System (QMS) Standard, AASC will be able to turn a new page in its history by bringing about further improvement in the quality of its training programmes.

**MISSION OF  
AASC:** To foster excellence in governance and pursuit of administrative reforms through

- (1) developing capacity for government and non-government functionaries at various levels
- (2) infusion of sustained and systematic training interventions for civil servants and non-government functionaries
- (3) developing quality trainers and appropriate infrastructure
- (4) providing consultancy to various organizations on capacity building and
- (5) documentation of innovative ideas and best practices and their repository.

## **CIVIL SERVICES OFFICERS INSTITUTE (CSOI)**

The Civil Services Officers Institute (CSOI) has been established in the campus of the Assam Administrative Staff College with state-of-the-art facilities at par with other such institutes in other parts of the country. It is expected to become fully functional soon.

## **TRAINING MANAGEMENT INFORMATION SYSTEM (TMIS)**

All the training programmes conducted since April 2013 are being entered into the Training Management Information System (TMIS) developed by NIC, Guwahati. The manpower has been trained and online system would soon be put in place.



## **RESTRUCTURING OF AASC WEBSITE**

Discussions have been held with NIC and AMTRON for restructuring the website of AASC to further make it user-friendly and for online registration. It would be linked with TMIS and library.



## **UPGRADATION OF AASC INFRASTRUCTURE**

In order to upgrade the infrastructure of the Assam Administrative Staff College and bring it at par with other national-level training institutes, a committee under the chairmanship of the Chief Secretary to the Government of Assam had been formed to oversee the upgradation of the infrastructure at the Assam Administrative Staff College.



The entire third floor of the administrative building has been renovated with state-of-the-art facilities necessary for holding important meetings and conferences. The ground and second floors housing training halls and computer labs are currently under renovation. Construction of a three-storied modern library building has commenced.

The Hostel Block A has been renovated and is being currently used. Hostel Block C along with the dining hall, reception, lounge and fellowship hall have been renovated.



## **DIGITIZATION OF AASC LIBRARY**

The AASC library has at present more than 50,000 titles covering almost all major fields of sciences, humanities and public administration. The library also subscribes to journals. Online journals like JSTOR, Project Muse and Centre for Monitoring Indian Economy (CMIE). In addition, the library has a dedicated children's corner. It is working on the LIBSYS software and currently bar-coding work is under way.



## **MOU WITH CIPS, ASCI, HYDERABAD**

AASC has decided to enter into an agreement with Centre for Innovations in Public Systems, Hyderabad for promoting and disseminating best practices in governance.





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