

ASSAM ADMINISTRATIVE STAFF COLLEGE

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Civil Services Day



The Civil Services Day, 2018 was celebrated with great enthusiasm on 21st April, 2018 at the Sri Sri Madhavdeva International Auditorium in the Srimanta Shankardeva Kalakheta, Guwahati. The function was organized by the Administrative Reforms and Training (AR& T) Department in collaboration with the Assam Administrative Staff College. Shri Chandra Mohan Patowary, Hon'ble Minister, Assam, Industries and Commerce, Transport, etc was the Chief Guest while Dr. Y. V. Reddy, IAS(Retd), former Governor, RBI was the guest speaker. Officers from all over the state attended the function.

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The welcome address was delivered by Dr K.K.Dwivedi, IAS, Commissioner and Secretary, AR& T Department. Smt. T.Y. Das, IAS, Chief Secretary, Assam delivered the keynote address and explained the significance of the Civil Services Day. Dr. Y.V. Reddy, IAS(Retd), in his delightful speech, drew upon his experience as a Civil Servant working for the Government and later in the Reserve Bank of India. The speech was interspersed with interesting anecdotes and humour which kept the audience enthralled.

The highlight of the function was the distribution of “*Karmashree* - Chief Minister’s Award for Excellence in Public Administration” for the year 2018. A total of six projects were selected for this year and a plaque was presented to each of the twelve officers who primarily contributed towards the success of those initiatives. Sri Chandra Mohan Patowary, Hon’ble Minister, Assam,



in his insightful speech spoke of the relation between the legislative and the executive and dwelt upon the need for enhanced cooperation and coordination between them for the development of the state. He commended the officers for their contribution towards the overall socio-economic development of the state.



Shri Patowary also formally launched the project on on-line submission and management system of ACR for ACS officers of Personnel Department.

The function was followed by a cultural show.

Office Procedure & Financial Management

A one week training on Office Procedure & Financial Management was held from 19th - 23rd March, 2018 for 31 participants from the Police Department and the Office of Inspector of Factories. Sessions on Public Finance management system, procurement procedure, as well as e-procurement and Government e-marketplace(GEM) was taken by Resource Persons drawn from Finance Department, NIC and Assam Institute of Management. Assam Civil Services Conduct Rules, Discipline and Appeal Rules, as well as Reservation Policy in service and other

aspects of financial procedure such as online budget submission, retirement benefits, audit compliance, etc, were taken by domain experts with decades of experience in finance.

Transformational Leadership for Excellence (TLEX)

A three day training cum workshop on 'Transformational Leadership for Excellence (TLEX)' was held from 5th – 7th April, 2018 at the Civil Services Officers' Institute, Assam Administrative Staff College under the Art of Living Foundation.

Dr K.K.Dwivedi, IAS, Commissioner & Secretary, Personnel, AR&T Department graced the opening session while Sri G.M.Hazarika, IAS, Director, Assam Administrative Staff College, inspired all the other 17 participants by himself attending the 3 day long training on TLEX.

Smti Rajita Kulkarni, President, Sri Sri University, Bhubaneswar was the Trainer from the Art of Living Foundation. An energetic and lively person, she carried the training forward with both theory as well as group and individual activities.

During the training the participants realized self-assessment and self-awareness through the 'science of breathing', learnt about time management through the activity



'My Cake of Life' involving the varied roles that everyone plays and assessing the diagram for productive and unproductive work. It instils an understanding on how to manage time productively at the work place and home front.



The course was innovative and effective and taught the participants to always keep things in perspective and deal confidently with various challenges. Further, the training helped build on the existing skills while strengthening the team spirit and creativity.

Workshop on "Start Up Assam"

A day long workshop on "Start Up Assam" was held at Assam Administrative Staff College under the Centre of Innovation & Future Studies on 29th March, 2018.

Sri G M Hazarika, IAS Director, AASC, welcomed the participants and gave an insight into the Centre for Innovation & Future Studies and inclusion of this new topic "Start Up" in the training calendar. It was followed by the inaugural address by Dr. K.K.Dwivedi, IAS, Commissioner & Secretary, Administrative Reforms & Training, Personnel, etc. wherein he spoke on the Start Up Assam Policy, 2017.

Addressing the participants Sri Ravi Capoor, IAS, Additional Chief Secretary, Act East Policy, Industries & Commerce, etc. gave a picture of the North Eastern states during the pre-independence era and how this Start Up



is expected to be beneficial for the state by opening new avenues for entrepreneurs.

Sessions were graced by eminent speakers having experience in start up activities. The government programme Sarothi, already in place for registering and providing loans to the upcoming entrepreneurs, was explained by Smti M.R.Gogoi, AD of Industries & Commerce. Dr. Sunil Saikia, Director, Centre for Management Studies, Gauhati Commerce College was present all throughout as moderator. Apart from delivering a presentation on prospect of tourism with Start Up Assam, he summed up the important findings in an optimistic way with great hope for the future of the state.

About hundred and ten participants from various offices, organizations & institutes comprising senior officers of Government of Assam, Lecturers from colleges of Guwahati, participants from IIT, Guwahati, officers from different departments & directorates, officers of Police department, Senior Lecturers from Central University, Tezpur, Gauhati University, etc. took part in the workshop.

TDP on “Facilitation Skills”

This course is funded by Department of Personnel & Training (DoPT), Government of India under the Trainer Development Programme(TDP). It was conducted over

three days from 5th -7th March,2018. Sri Kallol Dutt, Recognised Trainer (RT) from Kolkata was the nominated trainer for this course on ‘Facilitation Skills’.

As per the norms for such trainings, 9 trainees attended the programme. The participants were informed that if anyone had already completed the basic courses on Direct Training skills (DTS) & Design of Training (DOT) and was interested to impart training, they may subsequently apply for the RT development training on Facilitation Skills after completion of this training.

The participants at the end of the training course stated that they are satisfied with the programme and learnt a lot about the role and challenges of a facilitator, group dynamics, techniques and style for playing the role of a facilitator in their organizations, which they would be able to perform in a confident manner now.

MS Office



A three day course on ‘Basic Computer Knowledge’ was conducted for officials of Directorate of Inland Water Transport, Assam, from 19th to 21st March, 2018. Thirteen participants attended the training. Participants were trained on Office productivity tools like MS word, MS Excel and MS PowerPoint including Internet with theory and hands on sessions.

Gender Issues

A 3-day training course on 'Gender Issues' was held from 19th-21st March, 2018. The course was attended by officers from various districts as well as from organisations / departments / directorates like Public Works, Agriculture, Irrigation, Information and Public Relations, Food, Civil Supplies and Consumer Affairs, Inland Water Transport, Assam Institute of Research for Tribals & SC, Police, etc.

The training course traversed the various aspects of gender and gender equality, patriarchal society and the control mechanism including gender stereotyping. It focussed on various health and mental related issues of women and the role of SHGs and NGOs in empowerment of women. Various constitutional and legal provisions for protection of women including issues of domestic violence and other forms of atrocities against women were deliberated upon. Some case studies on sexual harassment of women at workplace were discussed. The training course also underscored the initiatives to be taken to stop gender based violence against women.

Workshop on 'Biotech Park and Innovation'

A day long workshop on 'Biotech Park and Innovation' was held on 28th March, 2018 in collaboration with Guwahati Biotech Park. The workshop witnessed participation of a large number of officers.

The workshop was an attempt to sensitise the participants regarding the Biotech Parks and their role in creating an innovative eco-system. The workshop apprised the participants of the Biotechnology Policy for the State of Assam, 2018-2022 and provided



an overview of the Guwahati Biotech Park. It also dwelt on the various aspects of biotech park such as transfer of innovation through biotech parks, including the challenges and opportunities for facilitating technology development and entrepreneurship support and how to create an innovation eco-system by leveraging bio-resources of the State. Scope of biotechnology for women entrepreneurship in food processing, floriculture and other viable sectors, funding opportunities in bio-technology and biotechnological intervention in ornamental fish breeding and culture were also deliberated upon. The workshop incorporated a session on experience sharing by a successful biotechnologist.

Dr D Saharia, Director, (TERI), NE Regional Centre, Dr. N. C. Talukdar, Director, Institute of Advanced Study in Science and Technology, Dr Madhumita Barooah, Professor, Department of Agricultural Biotechnology, Assam Agricultural University, Jorhat, Dr.Dandadhar Sarma, Professor, Fish Biology & Fishery Science & Deputy Coordinator (Aquaculture), Aquaculture and Biodiversity Centre, Department of Zoology, Gauhati University, Dr Ranadeep Gogoi, Assistant Professor & Incharge, Department of Biotechnology, National Institute of Pharmaceutical Education and Research

(NIPER), Guwahati and Dr Supriya Sen, Assistant Professor, School of Life Sciences, Assam Don Bosco University were some of the speakers

Shri Amitabh Mishra, Sr. Manager (Biotech) of National Research Development Corporation (NRDC), New Delhi and Dr Chhaya Chauhan, Manager, Incubation of Biotechnology Industry Research Assistance Council (BIRAC) from Government of India also took sessions during the workshop.

Interaction on SDGs



On 26th and 27th February, 2018, a 2 day meet “Interaction with Members of Assam Legislative Assembly” was organised by Hon’ble Speaker of the Legislative Assembly Shri H.N Goswami for orientation on Sustainable Development Goals and work initiated by the Government of Assam through T&D Department and Centre for SDGs, Assam Administrative Staff College for

achieving the SDGs in Assam. Through this process initiative has been taken to start a dialogue by involving political leadership in the implementation of SDG-centric programmes.

The meet was divided into nine sessions in line with 17 Sustainable Development Goals. Senior officials from the departments presented their Actions and Strategies for 2030 in these sessions under the purview of the SDGs which are in sync with the Assam Agenda:2030, the strategies and actions document for achieving SDGs in the state.

Hon’ble Speaker deliberated on the need for the different wings of the Government, the legislative, the executive and the judiciary to work in collaboration with one another to make the SDG journey a success. Dr H B Sarma, Hon’ble Minister, Transformation & Development Department has affirmed the commitment of the government towards achieving SDGs and observed that the SDGs will be a tool for establishing accountability in the functioning of the government.

The MLAs actively participated and interacted with senior officers and experts from around the country like Dr. Usha Jumani (Consultant and Research Scholar), Dr. Devi Prasad Shetty (Chairman, Narayana Healthcare), Dr. Mihir Kanti Choudhury (Advisor, Government

A Cleaning Drive was conducted by the officers and staff of Assam Administrative Staff College inside the campus on 11th May, 2018. Shri GM Hazarika, IAS, Director, Assam Administrative Staff College, along with the officers and resident staff and their children participated in the drive with a lot of enthusiasm.



Mihir Kanti Choudhury (Advisor, Government of Assam), Shri Anurag Goel (SDGs Advisor to UNDP), Prof. Sebastian Morris (IIM Ahmedabad), Dr. Navroz K. Dubash (Centre for Policy Research), Justice Hrishikesh Roy, Shri Ashok Lahiri (Chairman, Bandhan Bank) and Dr. Shiladitya Chatterjee, Advisor for SDGs, Assam on understanding of SDGs in different sessions.

The two-day programme ended with the Hon'ble Speaker declaring formulation of a Legislators' Forum for SDGs where members of all political parties will meet once in every quarter. He also declared that in every session of the Assembly at least one SDG Goal would be discussed on the floor of the House. He declared that one SDG Youth Fellowship Programme will be launched where Youth Fellows would work with MLAs to assist them in implementing the SDGs in the State after discussion with the concerned authorities.

Training Needs Analysis

Assam Administrative Staff College conducted a training on "Training Needs Analysis" from 12th to 17th March, 2018 as a part of Trainers Development Programme (TDP) under the sponsorship of Department of Personnel & Training, Government of India. 'Training Needs Analysis' consists of class room workshop and field study- in selected government offices where participants conduct the study for actual organisational performance. Recognised Trainers of Assam Administrative Staff College, certified by Government of India,

acted as resource persons. 12 participants from various departments of Government of Assam participated in the training. Participants were drawn from 6 organisations including Directorate of Fisheries, Registrar of Co-operative Societies, Directorate of Inland Water Transport, Assam Institute of Research for Tribal and Scheduled Castes, office of the Chief Engineer, PWD (Building), Assam Police Training Centre, Dergaon and Battalion Training Centre, Dergaon.



On 8th March, 2018, on the occasion of International Women's Day, Assam Administrative Staff College organised a free Health Check-up Camp in the campus, in collaboration with the Mission Director, National Health Mission and Joint Director of Health Services, Kampur (Metro).

The camp was attended by more than 95 participants, (officers and staff of Assam Administrative Staff College as well as spouses, children and contractual employees)

PHOTO GALLERY



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