

ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER April, 2021



Joint Induction Training for ACS and Allied Services



Two weeks 'Joint Induction Training' for newly appointed officers of Assam Civil Service and Allied Services, 2021 batch was conducted from 2nd to 13th February, 2021.

Shri Jishnu Barua, IAS, Chief Secretary, Assam, addressed the officer trainees during the inaugural function, calling upon them to dedicate themselves towards service to society with sincerity and honesty. Other distinguished speakers on the occasion included Shri N. Verma, IAS, Principal Secretary to Govt of Assam, Home & Political, Power (E), Personnel Departments, Shri J. B. Ekka, IAS, Principal Secretary to Govt of Assam, Panchayat & Rural Development,, Parliamentary Affairs, Labour Welfare, Tea Tribes Welfare Departments and Smti Archana Varma, IAS, Principal Secretary to Govt of

In this Issue

- 1 **Joint Induction Training**
- 2 **Mid-Career Training for ACS Officers, 10 Years Seniority**
- 3 **Mid-Career Training for ACS Officers, 20 Years Seniority**
- 3 **Leading Effective Meetings**
- 4 **Information Security**
- 4 **e-Granthalaya**
- 4 **Workshop on Court Cases**
- 5 **Big- Data Analytics**
- 5 **State Training Policy**
- 5 **Organizational Innovation**
- 6 **Embracing Frequent Changes**
- 6 **Accounts and Financial Rules**
- 6 **Constraints in Public Administration**
- 7 **Innovation, Creativity and Learning**
- 7 **e-Procurement**
- 7 **District SDG Action Plan**

Assam, Administrative Reforms & Training Department and Chairman, Board of Revenue, Assam. Smti Ruby Borah, IAS, Secretary to Govt of Assam, Personnel & Administrative Reforms & Training Departments and Director, Assam Administrative Staff College delivered the welcome address.

A total of 244 officer trainees attended the training, with 132 from ACS, 54 from ALRS , 8 from APS,10 Superintendent of Taxes,10 Labour Inspector, 27 Inspector of Taxes , 1 Superintendent of Excise,1 Assistant Employment Officer and1 Inspector of Excise.



This training was designed to provide the officer trainees with an overview in the areas of law, administrative rules, guidelines and procedures relevant to their jobs, as well as to acquaint them with the developmental priorities and policies of the government. It also aimed to equip them with an understanding of modern management tools and to inculcate the spirit of service, camaraderie and ethics among the officer trainees and initiate a process of all-round self development. To this end, resource persons with knowledge and experience in their respective fields of expertise were invited to address the officer trainees. Where required, practical hands-on sessions were incorporated in the schedule, along with field visits to observe and understand rural



livelihood schemes under ASRLM, trekking in the beautiful environs of reserved forests, as well as arrangements for yoga, PT, sports and recreational activities in campus. Interactive talks were also organized with senior officers and literary personalities so as to acquaint the trainees with various issues and also discuss the creative impulse.

On the penultimate day of the training course the participants put up an entertaining cultural performance which showcased their considerable talents in singing, dancing, skits,etc. Joining them for the show and farewell dinner afterwards were Smti Archana Varma, IAS, Smti Ruby Borah, IAS and officers of Assam Administrative Staff College.

Mid-Career Training for ACS Officers, 10 Years Seniority

One week 'Mid-Career Training Programme' for ACS officers of 10 years seniority was conducted from 14th to 19th December, 2020 where 17 officers participated.

The training facilitated deliberations and interactions on a gamut of topics including economic implication of Covid-19 pandemic at the local, national and global level, Assam Public Procurement Rules, 2020, role of IT to improve public service delivery mechanisms, technology usage in disaster management, effective project management, Assam Land



implementation of BPR in Government, Personal Finance Management, external and internal challenges to India Security and protocol related issues from a civil servant's perspective. Practical inputs were provided to the officer trainees on drafting speaking orders. An assignment was also given to the officers on preparation of cabinet memorandum.

Sessions on soft skills like emotional intelligence, life skills for effective governance, mind management and time management were imparted to the participants. The group interacted with several senior bureaucrats including the Chief Secretary, Assam.

Apart from classroom sessions, the participants underwent a yoga session and also visited the Garbhanga Reserve Forest for a 11-km trek. A cultural evening was organised by the participants followed by a sumptuous dinner. The participants expressed their immense satisfaction with the training programme.

Mid-Career Training for ACS Officers, 20 Years Seniority

The 'Mid-Career Training Programme' for ACS officers of 20 years seniority was held from 4th to 8th January, 2021. In the training, focus was given on a variety of relevant topics for the senior ACS officers like administration and present-day challenges, best practices in public administration, protection of bio-diversity: role of

environmental impact assessment(EIA) for sustainable development, cyber security and data protection for tackling modern day crimes.

The training also covered other diverse topics of importance like Stress Management in work life, Integrity, Ethics and Values in administration, Creative Writing, Procurement / e-procurement in government departments, Drafting of a Cabinet Memorandum, Rights of Persons with Disabilities, etc.

As fitness is of utmost important for a civil servant for efficient delivery of public services, morning yoga classes were included. A trek in Rani forest range was also a refreshing change for the participants .

Experts from various fields, as well as retired and serving IAS, IPS and IPS officers were invited as resource persons. 15 officers attended the training.

Leading Effective Meetings



The training course 'Leading Effective Meetings' was held from 17th to 19th February, 2021 which was sponsored by DoPT, Government of India. There was a large participation of officers from Assam Civil Service, AEGCL, Fire and Emergency Services, APGCL, ASTC, Soil Conservation Department, Assam Police, Agriculture Department, etc. Owing to Covid 19, there has been a paradigm shift in the way meetings are conducted. The world has shifted towards Virtual Meetings. Conducting

virtual meetings was a major feature of the training programme. The sessions also included effective planning of meetings in the Government set-up, identifying parameters for a successful meeting, understanding the roles of facilitator, leader and participants, conflict resolution in meetings, preparation of minutes of meetings, protocols to be followed in meetings and evaluation of success of meetings.

Information Security



Centre for e-Governance conducted a training course on 'Information Security' on 15th February, 2021. The training was attended by 16 participants from various government directorates / organizations. Eminent Resource persons were Shri Deepak Goswami, Deputy Director General (Retd.) National Informatics Centre, Assam, Shri Biraj Das, SP (C), APRO, Shri Lakshya Jyoti Bora, Director, Cognitive Technologies & Tech Savvy Eduventures Pvt. Ltd.

e-Granthalaya



A day long training on 'e-Granthalaya' was conducted by Centre for e-Governance on

8th January, 2021. The training focused on describing the e-Granthalaya software along with its features, including Library Administrator Module, Master Data Module, Books Acquisition Module, Cataloguing Module, Circulation Module.

18 participants including District Librarians from various district libraries, Assistant Librarians, Senior Assistant Librarians attended the training. Resource persons were Ms. B. Duara, STD & Ms. Jayalakshmi R. TD, NIC Assam. Mr. Ram Kumar Matoria STD NIC (HQ) delivered the pre-lunch sessions in online mode from New Delhi.

Workshop on Court Cases



A workshop on 'Problems in dealing with Court Cases' under Centre for Law, Justice and Human Rights was held on 1st March, 2021. In the workshop, different topics on detailed procedure as to how cases are filed in civil court- service of summons, how the respondents are to defend court cases and problems in dealing with court cases for government officers were incorporated in the schedule. The training also provided insights into decree, judgement and order, contempt and procedure to defend contempt cases.

The workshop also focused on different types and nature of court cases, handling of court cases by government officers and preparation of parawise comments by government departments which also included hands-on exercises.

Big- Data Analytics



A symposium on 'Big- Data Analytics' was organised by Centre for e-Governance on 24th February, 2021. 39 participants from different government organisations attended the training.

The symposium was conducted with faculty support from NIC Assam and NIC New Delhi. Initial sessions were conducted online from Delhi by Ms. Manie Khaneja, DDG NIC (HQ), Mr. P. K. Mittal, MD (NICS) NIC and Ms. A. Dhingra, GM (NICS) NIC. Mr A. P. Maurya came from NIC Delhi to deliver sessions on Concepts, Issues & Challenges and Tools & Techniques for Big Data Analytics.

State Training Policy



A sensitisation workshop on 'Implementation of State Training Policy' was held on 1st March, 2021.

The workshop discussed the State Training Policy, 2012 in details including the functions and responsibilities of administrative department, role of Training Managers and application of ICT & MIS in Training Management for implementation of the STP in its true spirit.

The workshop also focussed on various aspects of Systematic Approach to Training, Training Needs Analysis to identify needs, Design of Training, Identification of Potential Trainers in the departments, Assessment of Training, Development of in-house Trainers & Plan, ToT concept, etc.

47 officers looking after training matters including training managers from various Departments / Directorates / offices attended the workshop.

Organizational Innovation



A 2-day training course on 'Developing Organizational Innovation' was organized by the Centre for Innovation and Futures Studies w.e.f 25th -26th February, 2021.

The training course facilitated deliberations on a range of topics viz, emotional intelligence, mindset for innovation, ways of developing creative and innovative climate in an organisation, practices for unlocking innovation at workplace, the art of appreciative inquiry on how to motivate people towards goal setting besides approaches to enhancing personal effectiveness for innovation. The training also incorporated sessions on how to be a part of the solution instead of the problem at workplace and how to be innovative for public impact. The trainee officers actively participated in the various group activities and group presentations carried out during the training course.

19 officers from various Departments / Directorates like Fishery, Irrigation, Public Works, AHSEC, Cooperative Societies, ASTC, Police, Water Resources etc attended the training course.

Embracing Frequent Changes

The training course 'Embracing Frequent Changes' was organized from 25th to 26th February, 2021 under Centre for Organizational Development and Leadership. The participants included Assam Civil Service officers, Assam Forest Service officers, officers from Public Health Engineering Department, Fire and Emergency Services, Assam Science and Technology Council and offices under District administrations.



The focus area was change management and ways to build personal resilience towards change. Stress management and organizational ergonomics were discussed in detail in the sessions. Further, ways of converting setbacks to learning opportunities was highlighted subtly by the Resource Persons. The participants were of the opinion that the topics were mind-nurturing and inspired them to accept positive changes.

Accounts and Financial Rules

A two day training course on 'Accounts and Financial Rules' for ACS officers was held on 11th and 12th January, 2021, under Centre for Financial Management. A total of 16 officers participated in the training



programme. Relevant topics were included in the schedule like Fundamental Rules and Subsidiary Rules, Delegation of Financial Power Rules 1999, Assam Medical Attendance Rules 2008, National Pension Scheme, structure of Government Accounts, salient features of AFR, preparation of state budget, matters related to TDS, GST and income Tax and Public Financial Management System. The participants stated that the training programme was highly beneficial and would be of immense help in day to day office work.

Constraints in Public Administration



A training programme on 'Constraints in Public Administration in matters of Law And Justice: Issues and Challenges' was organized by Centre for Law, Justice and Human Rights from 1st to 2nd February, 2021. The training programme large number of participants from Assam Civil Service and other Departments, Directorates and offices under District administrations. The modules were intricately designed to focus on practical aspects of public administration.

The topics encompassed the core concepts and practices of public administration for effective governance, addressing related issues and challenges, police administration and police-public interface, financial and statutory constraints in public administration, importance of transparency and openness in administration and behavioural and social skills for bureaucrats. The participants were very interactive and highly appreciated the lectures of the Resource Persons.

Innovation, Creativity and Learning



A three day training course on 'Innovation, Creativity and Learning' was organized by Centre for Innovation and Future Studies from 4th to 6th January 2021. A total of 29 officers from various Departments / Directorates/ District Administrations participated in the training. The training programme was designed to include classroom learning as well as field visit. Interesting topics like creative thinking, communication basics, emotional intelligence, decision making, self management, developing problem solving skills and project based learning were a part of the training programme. A field trip to Dimoria was organised to enable the participants to learn first hand about innovative practices in pisciculture. The participants appreciated the modules and expressed their desire to participate in such kind of trainings in the future.

e-Procurement

The training course on 'e – Procurement' was conducted by Centre for e-Governance on 11th & 12th January, 2021, in collaboration

with National Informatics Center, Guwahati. A total of 19 participants attended the training course. Participants from various departments like Forests & Environment, Agriculture, Sericulture, Social Welfare and Panchayat & Rural Development attended the training.

District SDG Action Plan



The training course 'Capacity Building for Field –I level Officers on District SDG Action Plan' conducted by the Centre for SDGs from 18th-19th December, 2020 was designed to provide an insight to the background of the adoption of Sustainable Development Goals in Assam, the achievements so far, as well as the institutional mechanism for its implementation and monitoring.

Additionally, the District SDG manual brought out by T& D Department in collaboration with Centre for SDGs, Assam Administrative Staff College was discussed, as well as identifying district priorities and formulation of District SDG Action Plan. During the group exercises participants worked on identifying one particular district priority, conducted SWOT analysis, and delivered presentations on their findings.

37 participants from various departments from Mangaldoi, tNalbari, Kamrup, Hojai, Bajali, Barpeta, Dhemaji, Nagaon, Goalpara, Bongaigaon, Dibrugarh and Golaghat attended the training and the feedback was positive.

PHOTO GALLERY



ASSAM ADMINISTRATIVE STAFF COLLEGE

Jawaharnagar, Khanapara, Guwahati-781022, Assam
Phone No. : +91 361-2363325 / Fax No. : +91 361-2362361
Email : director@aac.gov.in / aasc1960@yahoo.com
www.aasc.assam.gov.in