

## **ASSAM ADMINISTRATIVE STAFF COLLEGE, GUWAHATI**

Two – Week Joint Induction Course for ACS & Allied Services

[January,2019]

Joining instructions for the Officer Trainees (OTs) of the Two – Week Joint Induction Course for ACS & Allied Services at Assam Administrative Staff College, Guwahati-22.

### **(1) About Assam Administrative Staff College (AASC):**

The Assam Administrative Staff College is a premier training institute in the North-Eastern region of India. It was established in March 1960 in Shillong (then known as the Administrative Training School) to provide institutional training facilities to State Civil Service officers. It was shifted to Guwahati in 1962 and was renamed as Assam Administrative Staff College in 1981. Since then (from 14<sup>th</sup> November 1981), it has been functioning at its current location at Jawaharnagar, Khanapara, spread over an area of 78 bighas.

Ever since it's inception, it has been acting as a pioneer institute under the overall administrative control of the Administrative Reforms and Training Department, Government of Assam for capacity building of Government functionaries, NGOs, civil society organizations etc. The Assam Administrative Staff College was also the only Regional Training Centre for imparting training techniques and Training of Trainers (ToT) programmes for the whole of the North-East before other State Institutes expanded .

### **(2) Location:**

The Assam Administrative Staff College is located in the south eastern corner of the city of Guwahati. The area known as Jawaharnagar, Khanapara, in between the National Highway 37 to the south and the Khanapara - Beltola road to the north. It is located at a distance of 5 km from the Dispur Capital Complex, 11 km from the Guwahati Railway Station and 33 km from the Lokapriya Gopinath Bordoloi International Airport. The College can be approached from the Khanapara bus terminal or from the Beltola junction.

### **(3) The Address:**

Assam Administrative Staff College, P.O. Khanapara, District Kamrup (M), Guwahati-781022, Assam.

**(4) (i) No individual other than the Officer Trainees (OTs) will be permitted entry into the Administrative Building.** The OTs are, therefore, advised not to bring their parents / relatives along with them as they will not be allowed access into the Administrative Building premises during the period of the training.

(ii) OTs must carry a valid Photo Identity (ID) card and a copy of the appointment letter received from the Department which has to be furnished for inspection by the security staff deployed at the entrance. Entry into the AASC campus will not be allowed without the above.

(iii) ID card to the OTs will be issued after joining at AASC and it will be valid till the end of training.

## **JOINING INSTRUCTIONS**

### **(1) Residential Accommodation :**

(a) As hostel rooms are limited, only outstation OTs will be provided accommodation, if required. The hostel rooms are provided with basic furniture. Items in the hostel rooms will include beds, mattresses, study table, cupboard, pillows with covers bed sheets & blankets.

All other items that may be required by the OTs during their stay in the hostel will have to be arranged on their own.

### **(b) Accommodation for spouse or family member will NOT be provided.**

OTs are NOT allowed to entertain guests (family members, friends, spouse or any body else) in their rooms or any other room in the Hostel. Therefore, please do NOT bring any escorts with you at the time of joining.

OTs can avail the following services in the AASC Campus:

- (i) Library
- (ii) Gym, lawn tennis, other indoor games like badminton, table tennis, and billiards at Civil Services Officers' Institute (CSOI), subject to availability.
- (iii) Open field can be used to play outdoor games like cricket, football, etc.
- (iv) Walkways around the campus.
- (v) Garden area.
- (vi) Arrangement will be available for pursuing of hobbies like painting, guitar, photography, etc., as per choice given by the OTs.
- (vi) There is also a restaurant at CSOI which the OTs may like to avail.

### **(c) IT facilities:**

OTs will have to provide the Course Team with their personal email ids to facilitate the maintenance of less-paper office. Hence, the OTs are advised to carry their personal laptops.

AASC does not provide laptops to officer trainees, However, those who do not have laptops can utilize Computer Labs after consulting availability.

### **(d) General Instruction:**

The duration of the course is a No Leave course. **NO LEAVE SHALL BE GRANTED** during the period of training at the AASC .OTs are advised to settle/dispose of matters requiring their personal presence before joining AASC.

**(e) Course inauguration and commencement of classes:**

The Two–Week Joint Induction Course for ACS & Allied Services will be formally inaugurated on the first day. The Programme details will be circulated separately.

OTs will be required to dress in the Ceremonial Attire (explained under the heading of “Dress Regulation”)for the Inaugural Ceremony and will be seated at the venue. Photography by OTs is strictly prohibited during the programme. Mobile phones, etc. will not be allowed inside the class room.

**(f) General Information:**

- Postal Address : Assam Administrative Staff College,  
Khanapara, Guwahati – 781022
- E- Mail :director@aasc.gov.in
- Website :www.aasc.assam.gov.in
- Telephone: 0361-2363325
- Fax no.:0361-2362361
- Contact Persons : (1) Shri Baikuntha Talukdar, Junior Assistant  
9864011505  
(2) Shri Mriganka Saikia, Junior Assistant  
9678788119

**(g) DressCode:**

- OTs are expected to be properly attired at all times and not present an unkempt appearance. Frivolous attire shall NOT be allowed during academic hours or in the Mess
- Gentlemen OTs are required to keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustache and beard are required to keep them trimmed properly.
- Lady OTs are expected to dress neatly and decorously and be well groomed.

**(h) Dress Regulation:**

**(i) Ceremonial Attire:**

- Gentlemen OTs: Black Bandgala Suit or 2/3 piece black/navy blue Suit with necktie/ cravat and formal shoes.
- Lady OTs: Saree / Mekhala Chadar / formal traditional wear.
- Ceremonial Occasions:
  - i) Inauguration
  - ii) VIP visit
  - iii) Valediction
  - iv) Any other occasion as may be informed by the Course Team.

**(ii) Dress for Classroom :**

- Gentlemen OTs: Suit / Formal full sleeves shirt and formal trouser or a business suit with necktie and shoes.
- Lady OTs: Saree/ Mekhala Chadar/ other traditional dress of Assam /formal salwar suit.

**(iii) In campus :**

- Casual wear.

**(iv) Dinning Room:**

- Formal or casual wear.
- Shorts, pyjamas, or any other informal wear will not be allowed.

**(v) PT & Yoga :**

- Sportswear / other appropriate wear.
- The OTs are required to bring their own yoga mats with them when they attend yoga classes.

**(i) Library facilities :**

- OTs can avail the library facilities during the period of their training.They will be provided with two library cards.

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