

Joining instructions for the Officer Trainees (OTs) of the Two – Week Joint Induction Course w.e.f 2.2.2021 to 13.2.2021 for ACS & Allied Services at Assam Administrative Staff College, Guwahati -22

About Assam Administrative Staff College (AASC) :

The Assam Administrative Staff College is the 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 for State Civil Service officers. It was shifted to Guwahati in 1962 and was renamed as Assam Administrative Staff College in 1981. Since then it has been functioning at its current location at Jawaharnagar, Khanapara.

Ever since its inception, it has been functioning under the overall administrative control of the Administrative Reforms and Training Department, Government of Assam for capacity building of government functionaries. 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 training institutes expanded.

INSTRUCTIONS:

1.Entry on the first day :

- (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 parents / relatives along with them as they will not be allowed access into the Administrative Building premises.
- (ii) (ii) OTs must carry a valid Photo Identity (ID) card and copy of the appointment letter received from the Department .

2. Hostel Accommodation:

- (i) As hostel rooms are limited, only outstation OTs who do not have own house/rented accommodation in Kamrup(M) will be provided accommodation on preferential basis during the training. The hostel rooms are provided with basic furniture. Items in the twin sharing hostel room include beds with mattress, 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.

- (ii) 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. Room allotment will be made on 1st February,2021.

(c) IT facilities:

OTs will provide their personal email ids to facilitate the maintenance of less-paper office. AASC does not provide laptops to officer trainees, hence OTs are advised to carry their personal laptops. However, AASC's Computer Lab can be utilized for course work.

(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 and classes will commence thereafter.

OTs will be required to dress in the Ceremonial Attire (explained under the heading of "Dress Regulation") for the Inaugural Ceremony and be seated at the venue. Mobile phones, etc. must be switched off.

(h) Dress Regulation:

- OTs are expected to be neatly and decorously attired and groomed at all times.
- **(i) Ceremonial Attire:**
 - Gentlemen OTs: Black bandgala, black/navy blue Suit with necktie/cravat and formal shoes.
 - Lady OTs: Saree/Mekhala Chadar
 - 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: Formal wear such as full sleeved shirt and trousers/suit
- Lady OTs : Saree /Mekhala Chadar / salwar suit.

(iii) In Campus :

- Casual wear

(iv) Dining Room:

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

(v) PT & Yoga for trainees staying in hostel:

- Sportswear /Other appropriate wear
- They are required to bring their own yoga mats when they attend yoga classes

General Information

- Email : director@aasc.gov.in
- Website : www.aasc.assam.gov.in
- Telephone : 0361-2363325
- Fax No. 0361-2362361
- Contact Persons:

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In view of the COVID-19 protocols, trainees are advised to use and carry personal protective items like face mask , hand sanitizers etc.

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