

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
KHANAPARA: GUWAHATI

**Office Order**

**No. AASC (T/C) 38/2017/5, Dated the Guwahati the 26<sup>th</sup> March 2018**

A revised Training Calendar of Assam Administrative Staff College for the year 2017-18 is hereby issued as per **Annexure-I**.

All Course Directors will make necessary arrangements accordingly. The Design and Programme Schedules for each Course along with the cost estimates for the same will be prepared and submitted to the Director of Training for approval at least two weeks before the scheduled commencement of each course.

Course Directors will also ensure that the Course Director's Reports are to be sent to the Department of Personnel & Training, Government of India & Government of Assam within one – week of completion of each Course. Participants feedback regarding the training courses should be put up to the Director of Training after completion of each training course.

**Sd/-**

Director of Training  
Assam Administrative Staff College  
Khanapara, Guwahati-22

**Annexure- I****Revised Training Calendar of Assam Administrative Staff College for the year 2017-18**

Sl. No	Code No.	Course Title	Category	Sponsored By	Duration		Course Director	Course Assistant
					From	To		
<b>April, 2017</b>								
1.	2017-18	Capacity Building Training for officers of FCS & CA department	State	GoA/ FCS&CA	03/04/2017	07/04/2017	Zahid Chistie	B.Talukdar
2.	2016-17	Training Course on Gender Sensitization	State	DoPT/GoI	10/04/2017	12/04/2017	K.Rajkhowa/ Zahid Chistie	B.Talukdar
3.	2016-17	One Week Training Programme for State Civil Service Officers at LKY School of Public Policy at Singapore	State	GoA	17/04/2017	21/04/2017	K.Rajkhowa	T.Boro
4.	2017-18	Civil Service Day, 2017	State	GoA	21/04/2017		Z.Chistie/ R.Chakravorty	M.Saikia
5.	2017-18	e-Procurement <b>(Centre for e-Governance)</b>	State	GoA	24/04/2017	26/04/2017	N.Sarma	Rohan Das
6.	2017-18	Transferring and Adapting Best Practices and Innovation : Approaches <b>(Centre for I&amp;FS)</b>	State	GoA	24/04/2017	26/04/2017	K.Rajkhowa R.Chakravorty	Bhargav Jyoti Bora
7.	2017-18	Right to Information Act, 2005	State	GoA	24/04/2017	26/04/2017	S.P. Sharma	C.Mili
8.	2017-18	Conclave on Health Water and Sanitation <b>(Centre for SDGs)</b>	State	GoA	24/04/2017		V.Barua/ S. P. Sharma	Anupam Neog
<b>May, 2017</b>								
9.	2017-18	Account Rules & Principles and Personal Management for probationers of Nagaland Civil Services, 2014 Batch.	State	GoN	02/05/2017	04/05/2017	K.Rajkhowa	S.Ghosh
10.	2017-18	Capacity Building Training for officers of FCS & CA department	State	GoA/ FCS&CA	02/05/2017	06/05/2017	K.Rajkhowa	B.Talukdar
11.	2017-18	e-Prastuti <b>(Centre for e-Governance)</b>	State	GoA	04/05/2017	06/05/2017	L.N.Thakur	Rohan Das
12.	2017-18	Transactional Analysis and Resistance to Change <b>(Centre for LD)</b>	State	GoA	04/05/2017	06/05/2017	M.Borkotoki/ R.Chakravorty	Bhargav Jyoti Bora
13.	2017-18	One-Day Workshop on GST for Hon'ble members of Assam Legislative Assembly.	State	GoA/ Finance	06/05/2017		A. Bordoloi R.Chakravorty	K.Doungel
14.	2017-18	Innovation in Training: Excellence in Professional Performance <b>(Centre for I&amp;FS)</b>	State	GoA	08/05/2017	09/05/2017	K. Rajkhowa R.Chakravorty	Bhargav Jyoti Bora
15.	2017-18	Training on Reservation Act <b>(Centre for Law &amp; Justice)</b>	State	GoA	08/05/2017	09/05/2017	S. Dutta Deka Zahid Chistie	Dibbyajyoti Sarma
16.	2017-18	Conclave on Synergising CSR & SDGs <b>(Centre for SDGs)</b>	State	GoA	11/05/2017		S.P.Sharma/ R.M.Dubey	Anupam Neog

17.	2017-18	Workshop on Role of Public Servants in prevention and Rehabilitation of victims of Human Trafficking” <b>(Centre for Law &amp; Justice)</b>	State	GoA	12/05/2017		S.Dutta Z.Chistie	Dibyajyoti Sarma
18.	2017-18	Accounts, Financial Rules Ref. To Budget grants, Gender outcome budget <b>(Centre for Financial Mgt)</b>	State	GoA	15/05/2017	17/05/2017	Anjan Jyoti Bordoloi	B.Bhagawati
19.	2017-18	Assam Right to Public Service Act, 2012	State	DoPT/GoI	15/05/2017	17/05/2017	S.P.Sharma	C.Mili
20.	2017-18	Cyber Security	State	DoPT/GoI	15/05/2017	17/05/2017	L.N.Thakur	Jagannath Das
21.	2017-18	Capacity Building Training for officers of FCS & CA department	State	GoA/ FCS&CA	15/05/2017	19/05/2017	K.Rajkhowa	B.Talukdar
22.	2017-18	Knowledge Management and Institutional Learning <b>(Centre for LD)</b>	State	GoA	16/05/2017	18/05/2017	M.Borkotoki/ R.Chakraborty	Bhargav Jyoti Bora
23.	2017-18	Workshop on Elimination of Bonded Labour for North East Region by the National Human Rights Commission	State	GoA/ Labour	19/05/2017		M.Borkotoki	Rohan Das
24.	2017-18	Project Management	State	DoPT/GoI	22/05/2017	24/05/2017	R.Chakraborty	R.Bhatta
25.	2017-18	Role & Responsibilities of DDOs	State	DoPT/GoI	22/05/2017	24/05/2017	K.Rajkhowa	K.Doungel
26.	2017-18	MS Excel	State	DoPT/GoI	22/05/2017	24/05/2017	N. Sarma	Jagannath Das
27.	2017-18	12-Day Induction Training Programme for the cutting edge level functionaries at Darrang District.	State	DoPT/GoI	22/05/2017	02/05/2017	Monidipa Borkotoki	C.Mili/ Rohan Das
28.	2017-18	12-Day Induction Training Programme for the cutting edge level functionaries at Kokrajhar District	State	DoPT/GoI	22/05/2017	02/05/2017	Monidipa Borkotoki	C.Mili/ Rohan Das
29.	2017-18	12-Day Induction Training Programme for the cutting edge level functionaries at Jorhat District	State	DoPT/GoI	22/05/2017	02/05/2017	Monidipa Borkotoki	C.Mili/ Rohan Das
30.	2017-18	12-Day Induction Training Programme for the cutting edge level functionaries at Lakhimpur District	State	DoPT/GoI	22/05/2017	02/05/2017	Monidipa Borkotoki	C.Mili/ Rohan Das
31.	2017-18	12-Day Induction Training Programme for the cutting edge level functionaries at Baska District	State	DoPT/GoI	22/05/2017	02/05/2017	Monidipa Borkotoki	C.Mili/ Rohan Das
32.	2017-18	Accounts & Financial Rules	State	DoPT/GoI	29/05/2017	31/05/2017	S.R.Roy	B.Bhagawati
33.	2017-18	e-Governance	State	DoPT/GoI	29/05/2017	31/05/2017	N. Sarma	Rohan Das
34.	2017-18	Orientation Training Course for IAS (P) of Assam – Meghalaya Cadre.	State	GoA	29/05/2017	03/06/2017	Monidipa Borkotoki	S.Ghosh
<b>June, 2017</b>								
35.	2017-18	e-Procurement <b>(Centre for e-Governance)</b>	State	GoA	01/06/2017	03/06/2017	L.N.Thakur	Dibbyajyoti Sarma

36.	2017-18	Divisional conclave on Sustainable Development Goals for Lower Assam Division <b>(Centre for SDGs)</b>	State	GoA	01/06/2017	03/06/2017	V. Barua S. P. Sharma	Anupam Neog
37.	2017-18	Transformational Leadership <b>(Centre for LD)</b>	State	GoA	01/06/2017	03/06/2017	M. Borkotoki R.Chakraborty	Bhargav Jyoti Bora
38.	2017-18	Court Procedure	State	DoPT/GoI	05/06/2017	07/06/2017	Zahid Chistie	Jagannath Das
39.	2017-18	Departmental Proceedings	State	DoPT/GoI	05/06/2017	07/06/2017	Swapna Dutta	R.Bhatta
40.	2017-18	AFR & Contingency Manual duties & responsibilities of DDOs for C.O. of Revenue Deptt. <b>(Centre for Financial Mgt)</b>	State	GoA	05/06/2017	07/06/2017	Anjan Jyoti Bordoloi	B.Bhagawati
41.	2017-18	Capacity Building Training for officers of FCS & CA department	State	GoA/ FCS&CA	05/06/2017	09/06/2017	S.P.Sharma	B.Talukdar
42.	2017-18	Direct Trainer Skill (DTS) (National Level)	State	DoPT/GoI	05/06/2017	09/06/2017	N.Sarma	Rohan Das
43.	2017-18	Conclave on Sustainable Development Goals 1&2 <b>(Centre for SDGs)</b>	State	GoA	08/06/2017		V.Barua Dr. R.M Dubey	Anupam Neog.
44.	2017-18	Organisational change, creativity& Innovation processes <b>(Centre for I&amp;FS)</b>	State	GoA	12/06/2017	14/06/2017	K. Rajkhowa R.Chakraborty	Bhargav Jyoti Bora
45.	2017-18	Sustainable Development	State	DoPT/GoI	12/06/2017	14/06/2017	Zahid Chistie	S.Ghosh
46.	2017-18	Design of Training (DoT) (National Level)	State	DoPT/GoI	12/06/2017	16/06/2017	V.Barua	Robin Bhatta
47.	2017-18	Conclave on Sustainable Development – 4 (Quality Education) Assam <b>(Centre for SDGs)</b>	State	GoA	16/06/2017	17/06/2017	V.Barua Dr. R.M Dubey	
48.	2017-18	Government Process Re-engineering <b>(Centre for e-Governance)</b>	State	GoA	19/06/2017	21/06/2017	L.N.Thakur	Jagannath Das
49.	2017-18	Accounts, Financial Rules & Procurement for Police – DDOs, DSPs & SPs	State	DoPT/GoI	19/06/2017	21/06/2017	Anjan Jyoti Bordoloi	B.Bhagawati
50.	2017-18	Role & Responsibilities of DDOs, Account & Financial Rules for DFDO & FEO	State	GoA/ Fishery	19/06/2017	21/06/2017	S.P. Sharma	C.Mili
51.	2017-18	Capacity Building Training for officers of FCS & CA department	State	GoA/ FCS&CA	27/06/2017	01/07/2017	K.Rajkhowa	B.Talukdar
52.	2017-18	e-Office <b>(Centre for e-Governance)</b>	State	GoA	28/06/2017	29/06/2017	N. Sarma	Rohan Das
53.	2017-18	Accounts & Financial Rules (Ref. to Pension Rules, CPS) <b>(Centre for Financial Mgt)</b>	State	GoA	28/06/2017	30/06/2017	Anjan Jyoti Bordoloi	R.Bhatta
54.	2017-18	Office Procedure, accounts & Financial Rules for DFDO & Allied	State	GoA/ Fishery	28/06/2017	30/06/2017	S.P. Sharma	Jagannath Das

July, 2017								
55.	2017-18	Capacity Building to prevent initiation of Court Cases. <b>(Centre for LJ &amp; HR)</b>	State	GoA	10/07/2017	12/07/2017	S. Dutta Deka Z. Chistie	Dibbyajyoti Sarma
56.	2017-18	3-Week Training Programme for Mizoram Civil Service	State	GoM	10/07/2017	29/07/2017	K.Rajkhowa	S.Ghosh
57.	2017-18	Conclave on SDGs for Environment, Forest and Climate Change and Sustainable Consumption (SDG-12, 13,14 & 15) <b>(Centre for SDGs)</b>	State	GoA	14/07/2017	15/07/2017	V.Barua Dr. R.M Dubey	Anupam Neog
58.	2017-18	Presentation and Communication Skills	State	DoPT/GoI	17/07/2017	19/07/2017	V.Barua	Jagannath Das
59.	2017-18	Human Rights , Peace and Conflict Management <b>(Centre for LD)</b>	State	GoA	19/07/2017	21/07/2017	M. Borkotoki R.Chakraborty	Bhargav Jyoti Bora
60.	2017-18	Stress Management	State	DoPT/GoI	24/07/2017	26/07/2017	M.Borkotoki	R.Bhatta
August, 2017								
61.	2017-18	e-Prastuti <b>(Centre for e-Governance)</b>	State	GoA	03/08/2017	05/08/2017	N. Sarma	Dibhya Jyoti Sarma
62.	2017-18	Conclave on Sustainable Development Goal, 7,8 & 9 <b>(Centre for SDGs)</b>	State	GoA	05/08/2017		V.Barua Dr. R.M Dubey	Anupam Neog
63.	2017-18	Innovation in Governance: perspective, Challenges & potential <b>(Centre for I&amp;FS)</b>	State	GoA	07/08/2017	09/08/2017	K. Rajkhowa R.Chakraborty	Bhargav Jyoti Bora
64.	2017-18	Accounts, Financial Rules (special ref. to PPP Mode Financial Rules, CVC guidelines). <b>(Centre for Financial Mgt)</b>	State	GoA	07/08/2017	09/08/2017	Anjan Jyoti Bordoloi	K.Doungel
65.	2017-18	Office Procedure & Service Related Rules	State	DoPT/GoI	07/08/2017	09/08/2017	V.Barua	Jagannath Das
66.	2017-18	e-Procurement	State	DoPT/GoI	07/08/2017	09/08/2017	L.N.Thakur	B.Talukdar
67.	2017-18	Office Procedure, accounts & Financial Rules for Sr/Jr Asstt. of HQ level	State	GoA/ Fishery	07/08/2017	09/08/2017	S.P. Sharma	C.Mili
68.	2017-18	Conclave on Sustainable Development Goals – 11 <b>(Centre for SDGs)</b>	State	GoA	09/08/2017		V.Barua Dr. R.M Dubey	Anupam Neog
69.	2017-18	e-Procurement <b>(Centre for e-Governance)</b>	State	GoA	17/08/2017	19/08/2017	L.N.Thakur	S.Ghosh
70.	2017-18	Training Programme on Departmental Proceedings	State	GoA	17/08/2017	19/08/2017	K.Rajkhowa	K.Doungel
71.	2017-18	Training Programme on Ethical Decision Making in Government	State	GoA	21/08/2017	22/08/2017	M.Borkotoki	C.Mili
72.	2017-18	Training Programme on Assam SC & ST Reservation Act	State	GoA	21/08/2017	22/08/2017	Z. Chistie	B.,Talukdar
73.	2017-18	Accounts & Financial Rules	State	DoPT/GoI	21/08/2017	23/08/2017	S.R.Roy	R.Bhatta

74.	2017-18	Leadership and Management Styles (Centre for LD)	State	GoA	29/08/2017	31/08/2017	M. Borkotoki R.Chakraborty	Bhargav Jyoti Bora
<b>September, 2017</b>								
75.	2017-18	Information Security Management (Centre for e-Governance)	State	GoA	04/09/2017	06/09/2017	N. Sarma	Rohan Das
76.	2017-18	Departmental Proceedings (Centre for LJ & HR)	State	GoA	04/09/2017	06/09/2017	S. Dutta Deka	Dibbyajyoti Sarma
77.	2017-18	Training Course on Accounts & Financial Rules for Officers of Irrigation Department	State	GoA	04/09/2017	08/09/2017	Rituparna Chakraborty	R.Bhatta
78.	2017-18	Workshop on Leadership in Changing Environment (Centre for LD)	State	GoA	05/09/2017		M. Borkotoki R.Chakraborty	Bhargav Jyoti Bora/ <b>M.Saikia</b>
79.	2017-18	Culture and Climate for Innovation. (Centre for I&FS)	State	GoA	11/09/2017	12/09/2017	K. Rajkhowa R.Chakraborty	Bhargav Jyoti Bora
80.	2017-18	Advance Course in MS-Excel ( Centre for e-Governance)	State	GoA	11/09/2017	12/09/2017	L.N.Thakur	Jagannath Das
81.	2017-18	Training on Environment Laws for officers of Sectt. (Centre for LJ & HR)	State	GoA	14/09/2017	16/09/2017	S. Dutta Deka Z. Chistie	Dibbyajyoti Sarma
82.	2017-18	Financial Rules & Accounts (Ref. to DPR, Monitoring, evaluation, Report submission & VC) (Centre for Financial Mgt)	State	GoA	18/09/2017	20/09/2017	Anjan Jyoti Bordoloi	B.Talukdar
83.	2017-18	Latest Advancement of pisciculture practice for FEO & Allied	State	GoA/ Fishery	18/09/2017	20/09/2017	S.P. Sharma	C.Mili
84.	2017-18	Master Trainer Training Programme	State	GoA/IT	18/09/2017	21/09/2017	L.N.Thakur	Rohan Das
85.	2017-18	“Discover Yourself” and Self Motivation. (Centre for LD)	State	GoA	19/09/2017	21/09/2017	M. Borkotoki R.Chakraborty	Bhargav Jyoti Bora
86.	2017-18	e-Office (Centre for e-Governance)	State	GoA	21/09/2017	22/09/2017	N.Sarma	Rohan Das
87.	2017-18	One day Training on Human Rights (Centre for LJ & HR)	State	GoA	21/09/2017		S. Dutta Deka Z. Chistie	Dibbyajyoti Sarma
88.	2017-18	Foresight and Future Studies (Centre for I&FS)	State	GoA	22/09/2017		K. Rajkhowa R.Chakraborty	Bhargav Jyoti Bora <b>M.Saikia</b>
<b>October, 2017</b>								
89.	2017-18	Innovation in Administration and public service delivery (Centre for I&FS)	State	GoA	09/10/2017	11/10/2017	K. Rajkhowa R.Chakraborty	Bhargav Jyoti Bora/ <b>J. Das</b>
90.	2017-18	Court Procedure	State	DoPT/GoI	09/10/2017	11/10/2017	Swapna Dutta Deka	B.Talukdar
91.	2017-18	Pre-Examination Coaching for CCS Exam. (PETC)	State	GoA	09/10/2017	July, 2018	V.Barua	S.Ghosh

92.	2017-18	Sensitization workshop on Implementation of STP with special emphasis on adoption of Systematic Approach to Training	State	GoA	16/10/2017		Zahid Chistie	C.Mili
93.	2017-18	Ethical Issues <b>(Centre for LD)</b>	State	GoA	16/10/2017	17/10/2017	M. Borkotoki R.Chakraborty	Rohan Das
94.	2017-18	Training Programme on Assam SC & ST Reservation Act	State	GoA	16/10/2017	17/10/2017	V.Barua	Jagannath Das
95.	2017-18	Pre-Examination Programme for Tea Tribes Candidates <b>(PETC)</b>	State	GoA	16/10/2017	Dec. 2017	S.P.Nandy	S.Ghosh
96.	2017-18	e-Procurement <b>(Centre for e-Governance)</b>	State	GoA	23/10/2017	25/10/2017	L.N.Thakur	Rohan Das
97.	2017-18	ToT on Good Governance (2 <sup>nd</sup> ARC Module)	State	GoA	23/10/2017	25/10/2017	R.Chakraborty	B.Talukdar
98.	2017-18	Mentoring	State	DoPT/GoI	23/10/2017	25/10/2017	Monidipa Borkotoki	S.Ghosh
99.	2017-18	Project preparation & Management for FEO & JE	State	GoA/ Fishery	23/10/2017	25/10/2017	S.P. Sharma	R.Bhatta
100.	2017-18	e-Prastuti <b>(Centre for e-Governance)</b>	State	GoA	30/10/2017	01/11/2017	N.Sarma	Rohan Das
101.	2017-18	2-Week Mandatory In-Service Training Programme	State	GoA	30/10/2017	10/11/2017	S.Dutta Deka S.P.Sharma	T.Boro/ K.Doungel
102.	2017-18	Two-Week Joint Induction Training Course for ACS & Allied Services	State	GoA	30/10/2017	11/11/2017	S.Dutta Deka/ K.Rajkhowa/ Miranda Das	T.Boro/ K.Doungel
<b>November, 2017</b>								
103.	2017-18	ToT on Good Governance <b>(Centre for I&amp;FS)</b>	State	GoA	01/11/2017	03/11/2017	K. Rajkhowa R.Chakraborty	Bbargav Bora / <b>J. Das</b>
104.	2017-18	Capacity Building to prevent initiation of Court Cases <b>(Centre for LJ &amp; HR)</b>	State	GoA	01/11/2017	03/11/2017	S. Dutta Z. Chistie	Dibbyajyoti Sarma
105.	2017-18	IDEATHON: Youth Innovation for a Brighter Assam. <b>(Centre for SDGs)</b>	State	GoA	02/11/2017	03/11/2017	V.Barua	Dibbyajyoti Sarma
106.	2017-18	Role & Responsibilities of DDOs	State	DoPT/GoI	06/11/2017	08/11/2017	S.R.Roy	B.Talukdar
107.	2017-18	Conclave on Sustainable Development Goal – 5, 10 <b>(Centre for SDGs)</b>	State	GoA	7/11/2017		V.Barua	Dibyaya Jyoti Sarma
108.	2017-18	Conclave on Sustainable Development Goal – 16 <b>(Centre for SDGs)</b>	State	GoA	09/11/2017		V.Barua	Dibyaya Jyoti Sarma
109.	2017-18	Accounts, Financial Rules & Procurement Procedure for Police – DDOs, DSPs & SPs	State	DoPT/GoI	13/11/2017	15/11/2017	Anjan Jyoti Bordoloi	Jagannath Das
110.	2017-18	One – Week Special Training for IAS Officers trainees , 2016 batch of North East and AGMUT Cadre s	State	LBSNAA	13/11/2017	18/11/2017	Miranda Das	S.Ghosh

111.	2017-18	Four – Week Foundation Training Course for ACS (P)	State	GoA	13/11/2017	08/12/2017	S.Dutta Deka S.P.Sharma	T.Boro/ K.Doungel
112.	2017-18	One Day Evaluation for Master Trainer’s under e-Prastuti <b>(Centre for e-Governance)</b>	State	GoA	18/11/2017		L.N.Thakur	Rohan Das
113.	2017-18	Leadership & Management for officers WPT & BC Department.	State	GoA	20/11/2017	22/11/2017	R.Chakraborty	Robin Bhatta
114.	2017-18	Two - Week North East Darshan for IAS officer trainees of 2016 batch	State	LBSNAA	20/11/2017	01/12/2017	Miranda Das	S.Ghosh
115.	2017-18	Innovation Lab submit – “Taking forward Innovation and Foresight in Assam” <b>(Centre for SDGs)</b>	State	GoA	22/11/2017	23/11/2017	V.Barua	Dibhya Jyoti Sarma
116.	2017-18	Financial Management & Accounts (AFR & BM ) Act etc. <b>(Centre for Financial Mgt)</b>	State	GoA	27/11/2017	29/11/2017	Anjan Jyoti Bordoloi	C.Mili
117.	2017-18	e-Governance	State	DoPT/GoI	27/11/2017	29/11/2017	N.Sarma	Jagannath Das
118.	2017-18	Goods & Service Tax (GST)	State	DoPT/GoI	28/11/2017	30/11/2017	V.Barua	R.Bhatta
119.	2017-18	Corporate Social Responsibility: Awareness, impact and implication <b>(Centre for LD)</b>	State	GoA	28/11/2017	30/11/2017	M. Borkotoki	Bhargav Jyoti Bora/ Rohan Das
<b>December, 2017</b>								
120.	2017-18	Psychology and Organisational Innovation <b>(Centre for I&amp;FS)</b>	State	GoA	04/12/2017	06/12/2017	K.Rajkhowa R.Chakraborty	C.Mili
121.	2017-18	Interpersonal Relation & Communication <b>(Centre for LD)</b>	State	GoA	05/12/2017	07/12/2017	M. Borkotoki	B.Bhagawati
122.	2017-18	<b>Workshop</b> : Act East Policy & North East. <b>(Centre for I &amp; FS)</b>	State	GoA	06/12/2017		K.Rajkhowa R.Chakraborty	M. Saikia
123.	2017-18	Workshop: Roof top Farming <b>(Centre for I&amp;FS)</b>	<b>State</b>	GoA	08/12/2017		R.Chakraborty	<b>C.Mili</b>
124.	2017-18	Conclave on SDG – 17 <b>(Centre for SDG)</b>	State	GoA	11/12/2017		V.Barua	Dibhya Jyoti Sarma
125.	2017-18	Financial Rules & Accounts (Ref to Audit Paras, Inspection Reports, C&AG reports standing Committee matter) <b>(Centre for Financial Mgt)</b>	<b>State</b>	<b>GoA</b>	11/12/2017	13/12/2017	Anjan Jyoti Bordoloi	Jagannath Das
126.	2017-18	North East Darshan of APSC, 2016 Batch	State	Govt of Arunachal Pradesh	11/12/2017	13/12/2017	R.Chakraborty	S.Ghosh
127.	2017-18	In-Service Training Programme at ATI, Mysore/ YASHADA	State	GoA	11/12/2017	22/12/2017	V.Barua K.Rajkhowa	B.Talukdar
128.	2017-18	Mid-Career Interaction Course between Armed Force & Civil Service	State	DoPT/GoI	12/12/2017	14/12/2017	V.Barua	S.Rajkumar



129.	2017-18	Training course for ARCS and Sub-Registrar of Co-operation Department	State	Coop. Deptt / GoA	13/12/2017	15/12/2017	Zahid Chistie	C.Mili
130.	2017-18	Financial Management & Accounts (Ref. to AFR, DFPR, AMAR, FR& SR of HoD's) <b>(Centre for Financial Mgt)</b>	State	GoA	18/12/2017	20/12/2017	Anjan Jyoti Bordoloi	Jagannath Das
131.	2017-18	Training course for ARCS and Sub-Registrar of Co-operation Department	State	Coop. Deptt / GoA	18/12/2017	20/12/2017	Zahid Chistie	B.Bhagawati
132.	2017-18	Empowerment of Women	State	DoPT/GoI	18/12/2017	20/12/2017	K.Rajkhowa	C.Mili
133.	2017-18	Two Day Regional Conference on the theme of Good Governance and Replication of Best Practices	State	DAR&PG / GoI	22/12/2017	23/12/2017	M.Borkotoki	Rohan Das
134.	2017-18	e-Prastuti <b>(Centre for e-Governance)</b>	State	GoA	27/12/2017	29/12/2017	L.N.Thakur	Rohan Das

### January, 2018

135.	2017-18	Financial Management (Ref. to Financial Powers, timelines, Sanctions, TS, AC bills) <b>(Centre for Financial Mgt)</b>	State	GoA	04/01/2018	06/01/2018	Anjan Jyoti Bordoloi	R.Bhatta
136.	2017-18	e-Office <b>(Centre for e-Governance)</b>	State	GoA	05/01/2018	06/01/2018	N.Sarma	Rohan Das
137.	2017-18	Goods & Service Tax (GST)	State	DoPT/GoI	08/01/2018	10/01/2018	R.Chakraborty	C.Mili
138.	2017-18	One day Evaluation for all Master Trainers <b>(Centre for e-Governance)</b>	State	GoA/ IT Deptt.	11/01/2018		L.N.Thakur	Jagannath Das.
139.	2017-18	Information Technology Act and Cyber Security. <b>(Centre for LJ &amp; HR)</b>	State	GoA	<b>29/01/2018</b>	<b>30/01/2018</b>	<b>Z. Chistie</b>	<b>Dibbyajyoti Sarma</b>

### February, 2018

140.	2017-18	Advance Course in MS-Excel <b>( Centre for e-Governance)</b>	State	GoA	05/02/2018	06/02/2018	N.Sarma	Jagannath Das
141.	2017-18	Working in Teams <b>(Centre for Organisational Dev. &amp; Leadership)</b>	State	GoA	07/02/2018	09/02/2018	M. Borkotoki	<b>Rohan Das</b>
142.	2017-18	Workshop for Sub-Registrar ARCS, DRCS & IRCS of Cooperation Department.	State	Coop. Deptt / GoA	12/02/2018	14/02/2018	Zahid Chistie	K.Doungel
143.	2017-18	Financial Management & Accounts (Ref. to e-gov. ) <b>(Centre for Financial Mgt)</b>	State	GoA	12/02/2018	14/02/2018	Anjan Jyoti Bordoloi	C.Mili
144.	2017-18	RT Development on Mentoring	State	DoPT/GoI	12/02/2018	17/02/2018	R.Chakraborty	C.Mili
145.	2017-18	e-Procurement <b>(Centre for e-Governance)</b>	State	GoA	15/02/2018	17/02/2018	N.Sarma	Rohan Das
146.	2017-18	Training course for ARCS and Sub-Registrar of Co-operation Department	State	Coop. Deptt / GoA	19/02/2017	21/02/2017	Zahid Chistie	B.Talukdar
147.	2017-18	Information Security Management <b>(Centre for e-Governance)</b>	State	GoA	20/02/2018	21/02/2018	L.N.Thakur	Prithipal Choudhury

148.	2017-18	Workplace Creativity and Stress Management <b>(Centre for Organisational Dev. Leadership)</b>	State	GoA	20/02/2018	22/02/2018	M. Borkotoki S.P.Sharma	B.Bhagawati
149.	2017-18	Management & Accounts / Financial Fiscal Management disinvestment / privatization PSU <b>(Centre for Financial Mgt)</b>	State	GoA	20/02/2018	22/02/2018	Anjan Jyoti Bordoloi	C.Mili
150.	2017-18	Innovations, creativity & Managing Changes <b>(Centre for I&amp;FS)</b>	State	GoA	21/02/2018	23/02/2018	R.Chakraborty	Jagannath Das
151.	2017-18	Government Process Re-engineering <b>(e-Governance)</b>	State	GoA	26/02/2018	27/02/2018	N.Sarma	Rohan Das
152.	2017-18	Training course for DRCS and JRCS of Co-operation Department	State	Coop. Deptt / GoA	26/02/2018	28/02/2018	Zahid Chistie	B.Talukdar
153.	2017-18	Training on Acts and Rules related to Specific Deptt . (IT Act)	State	GoA	26/02/2018	28/02/2018	Zahid Chistie	Dibbyajyoti Sarma
<b>March, 2018</b>								
154.	2017-18	Facilitation	State	DoPT/GoI	05/03/2018	07/03/2018	K.Rajkhowa	K.Doungel
155.	2017-18	One Day Orientation Programme for SPIOs & First Appellate Authorities of RTI Act, 2005	State	State Information Commission /GoA	07/03/2018		S.P.Sharma	S.Ghosh
156.	2017-18	Workshop for Sub-Registrar ARCS, DRCS & IRCS of Cooperation Department.	State	Coop. Deptt / GoA	12/03/2018	14/03/2018	Zahid Chistie	Jagannath Das
157.	2017-18	Training Need Analysis (TNA)	State	DoPT/GoI	12/03/2018	17/03/2018	Nandini Sarma	C.Mili
158.	2017-18	One day Training on Drafting of service Rules <b>(Centre for LJ &amp; HR)</b>	State	GoA	19/03/2018		Z. Chistie	Dibbyajyoti Sarma
159.	2017-18	Personal Skills for officers of AIDC	State	AIDC / GoA	19/03/2018	20/03/2018	S.P.Sharma	C.Mili
160.	2017-18	Workshop for Sub-Registrar ARCS, DRCS & IRCS of Cooperation Department.	State	Coop. Deptt / GoA	19/03/2018	21/03/2018	Zahid Chistie	B.Talukdar
161.	2017-18	Training Programme on Gender Issues	State	GoA	19/03/2018	21/03/2018	M. Borkotoki / R.Chakravorty	Jagannath Das
162.	2017-18	Basic Computer Knowledge (MS Office Internet) for officials of Inland Water Transport	State	GoA/ Inland W.T.	19/03/2018	21/03/2018	L.N.Thakur	Rohan Das
163.	2017-18	Training Course on Office Procedure & Financial Rules for Police Deptt. and Chief Inspector of Factories.	State	GoA	19/03/2018	23/03/2018	V.Barua/ A.J. Bordoloi	B.Bhagawati
164.	2017-18	Workshop on Making the State Tobacco Free-Variou Aspect <b>(Centre for LJ &amp; HR)</b>	State	GoA	23/03/2018		Zahid Chistie	Dibbyajyoti Sarma
165.	2017-18	Workshop for Sub-Registrar ARCS, DRCS & IRCS of Cooperation Department.	State	Coop. Deptt / GoA	26/03/2018	28/03/2018	Zahid Chistie	Jagannath Das

166.	2017-18	Leadership & Motivation FEO & Allied	State	GoA/ Fishery	26/03/2018	28/03/2018	S.P. Sharma	C.Mili
167.	2017-18	<b>Workshop: Biotech Park &amp; Innovation (Centre for I&amp;FS)</b>	State	GoA	27/03/2018		K. Rajkhowa R.Chakraborty	Dibhya Jyoti Sarma
168.	2017-18	Workshop : Start up Assam (Centre for I&FS)	State	GoA	29/03/2018		K. Rajkhowa R.Chakraborty	Prithipal Choudhury

**Secretariat Training School for the year 2017-18**

Sl. No.	Year	Group	Batch	Sponsored By	From	To	Nos. of participants
1.	2017-18	Group – A Jr. AA	119	GoA			35
2.	2017-18	Grade-IV	1	GoA			40
3.	2017-18	Group - B	38	GoA			35
4.	2017-18	Grade-IV	2	GoA			40
5.	2017-18	Group - A	120	GoA			35
6.	2017-18	Grade-IV	3	GoA			40
7.	2017-18	Group-B	39	GoA			35
8.	2017-18	Grade-IV	4 <sup>th</sup>	GoA			40
9.	2017-18	Group-A	121	GoA			35
10.	2017-18	Grade-IV	5 <sup>th</sup>	GoA			40
11.	2017-18	Group-B	40 <sup>th</sup>	GoA			35

**N.B. There may be changed of dates & Course Directors or cancellation & deferment of certain training courses due to various unavoidable factors and circumstances.**

**Year 2017-18**

**Targeted - 168**

Sl. No.	Nos. of Training Courses conducted	Nos. of participants	Remarks
1	157		