

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
KHANAPARA: GUWAHATI – 781 022
PHONE-0361-2363325, FAX 0361-2362361
(An Institute certified under the standards of ISO 9001 : 2015)

Office Order

No. AASC (T/C) 38/2017/166, Dated Guwahati the 3rd June, 2019

A Training Calendar of Assam Administrative Staff College for the year 2019-20 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 -1

Training Calendar of Assam Administrative Staff College for the year 2019-20

Sl. No	Code No.	Course Title	Category	Sponsored By	Duration		Course Director	Course Assistant
May, 2019								
1.	2019-20	2-Day Training on Capacity Enhancement Training for Medical Officers	State	Health Deptt/GoA	03/05/2019	04/05/2010	M. Borkotoki	Bidyut Deka
2.	2019-20	2-Day Training on Capacity Enhancement Training for Medical Officers	State	Health Deptt/GoA	13/05/2019	14/05/2019	V.Barua	Bidyut Deka
3.	2019-20	2-Day Training on Capacity Enhancement Training for Medical Officers	State	Health Deptt/GoA	27/05/2019	28/05/2010	Zahid Chistie	Bidyut Deka
4.	2019-20	Orientation Course for IAS Probationers of 2018 batch, Assam – Meghalaya Cadre.	State	GoA	28/05/2019	01/06/2019	V.Barua	S.Ghosh
June, 2019								
5.	2019-20	ToT on Census 2021	National	ORGI/GoI	03/06/2019	11/06/2019	Zahid Chistie	Mriganka Saikia
6.	2019-20	Leadership Management and Styles (Centre for OD&L)	State	GoA	17/06/2019	19/06/2019	M. Borkotoki	Bidyut Deka
7.	2019-20	Training of officers from HoD offices on monitoring of key performance indicators of their major schemes/programmes covered under SDGs dashboard (Centre for SDGs)	State	GoA	18/06/2019	19/06/2019	V.Barua	Jyotirmoy Sarma
8.	2019-20	Creating a culture of learning and innovation (Centre for I&FS)	State	GoA	24/06/2019	25/06/2019	K.Rajkhowa	C.Mili
9.	2019-20	Office Procedure and service related rules	State	DoPT/GoI	24/06/2019	26/06/2019	L.N.Thakur	Rohan Das
10.	2019-20	Training on Accounts and Financial Rules with special ref. to FR/SR and SDG oriented out-come budget (Centre for (Fin. Mgt)	State	GoA	24/06/2019	26/06/2019	A.Bordoloi	P.Choudhury H.Goswami
11.	2019-20	Reservation in Services Laws and Procedure (Centre for LJ & HR)	State	GoA	26/06/2019	27/06/2019	Zahid Chistie	Dibbyajyoti Sarma
July, 2019								
12.	2019-20	Transactional Analysis and resistance to change (Centre for OD&L)	State	GoA	03/07/2019	05/07/2019	M.Borkotoki	Rohan Das
13.	2019-20	Theme Based National Workshop on SDGs in collaboration with T & D Deptt & NFI (Centre for SDGs)	State	GoA	03/07/2019	06/07/2019	V.Barua	Biswajyoti Talukdar

14.	2019-20	Accounts and financial Rules with special ref. to ASPR 1969 and NDCPS, 2005 (Centre for (Fin. Mgt)	State	GoA	08/07/2019	10/07/2019	A.Bordoloi	P.Choudhury/ H.Goswami
15.	2019-20	Projects and Contract Management	State	DoPT/GoI	08/07/2019	10/07/2019	K.Rajkhowa	K.Doungel
16.	2019-20	Disaster Management and Risk reduction & Mass Causality Service for Medical Officers in Assam	State	Health / GoA	08/07/2019	10/07/2019	Miranda Das	M.Saikia
17.	2019-20	Defending cases in Court with hands on activities (Centre for LJ & HR)	State	GoA	10/07/2019	11/07/2019	Zahid Chistie	Dibhya Jyoti Sarma
18.	2019-20	Ethical leadership in Public Governance.	State	DoPT/GoI	15/07/2019	17/07/2019	N.Sarma	C.Mili
19.	2019-20	Transformational Leadership (Centre for OD&L)	State	GoA	15/07/2019	17/07/2019	M.Borkotoki	B.P. Deka
20.	2019-20	e-Procurement	State	DoPT/GoI	15/07/2019	17/07/2019	L.N.Thakur	Jyotirmoy Sarma
21.	2019-20	Disaster Management and Risk reduction & Mass Causality Service for Medical Officers in Assam	State	Health / GoA	15/07/2019	17/07/2019	Miranda Das	M.Saikia
22.	2019-20	Workshop on preparing Cyber Crisis Management Plan (Centre for e-Governance)	State	GoA	22/07/2019		L.N.Thakur	Baikuntha Talukdar/ H.Goswami
23.	2019-20	Training Course on Strategic thinking and innovation	State	DoPT/GoI	22/07/2019	23/07/2019	R.Chakraborty	B.P. Deka
24.	2019-20	Gender Budgeting and Empowerment of Women	State	DoPT/GoI	22/07/2019	23/07/2019	Miranda Das	P.Choudhury
25.	2019-20	Direct Trainer Skills (DTS)	National	DoPT/GoI	22/07/2019	26/07/2019	N.Sarma	B.P.Deka/ J.Sarma
26.	2019-20	Workshop on preparing Cyber Crisis Management Plan (Centre for e-Governance)	State	GoA	23/07/2019		L.N.Thakur	Rohan Das
27.	2019-20	Special one week course for probationer of North East and AGMUT Cadres	State	LBSNAA	26/08/2019	31/08/2019	Zahid Chistie	S.Ghosh
28.	2019-20	7 – Day Training Course for middle level officers of ACS Cadre on Finance (Centre for Fin. Mgt)	State	GoA	29/07/2019	05/08/2019	A.Bordoloi	C.Mili/ H.Goswami
29.	2019-20	Design of Training (DoT)	National	DoPT/GoI	29/07/2019	02/08/2019	L.N.Thakur	K.Doungel
30.	2019-20	POCSO Act, 2012 and juvenile Justice Act.	State	DoPT/GoI	29/07/2019	31/07/2019	Zahid Chistie/ K.Rajkhowa	Dibhya Jyoti Sarma
31.	2019-20	Corporate Social Responsibility (Centre for OD&L)	State	GoA	31/07/2019	02/08/2019	M.Borkotoki	Rohan Das
August, 2019								
32.	2019-20	Environmental Impact Assessment	State	DoPT/GoI	01/08/2019	02/08/2019	R.Chakraborty	Baikuntha Talukdar
33.	2019-20	Flood disaster mitigation and management	State	DoPT/GoI	01/08/2019	02/08/2019	V.Barua	C.Mili

34.	2019-20	Two-week North –East Darshan for Probationers of North East and AGMUT Cadre.	State	LBSNAA	02/09/2019	14/09/2019	Zahid Chistie	S.Ghosh
35.	2019-20	Disaster Management and Risk reduction & Mass Causality Service for Medical Officers in Assam	State	Health / GoA	01/08/2019	03/08/2019	Miranda Das	M.Saikia
36.	2019-20	Cyber Security	State	DoPT/GoI	05/08/2019	06/08/2019	N.Sarma	Jintumoni Daimary
37.	2019-20	Disciplinary Proceedings, Conduct Rules, Departmental Inquiry along with preparation of Charge Sheet.	State	DoPT/GoI	05/08/2019	07/08/2019	Miranda Das	Jyotirmoy Sarma
38.	2019-20	Workshop on Leadership in changing environment (Centre for O & LD)	State	GoA	07/08/2019	09/08/2019	M. Borkotoki	C.Mili
39.	2019-20	Preventing and Handling workplace Harassment and Discrimination	State	DoPT/GoI	07/08/2019	09/08/2019	N.Sarma	B.P.Deka
40.	2019-20	Handling of cases by Executive Magistrates (Centre for LJ & HR)	State	GoA	08/08/2019	09/08/2019	Zahid Chistie	Dibhya Jyoti Sarma
41.	2019-20	Innovation for Results (Centre for I&FS)	State	GoA	19/08/2019	20/08/2019	K.Rajkhowa/ R.Chakraborty	Baikuntha Talukdar
42.	2019-20	Disaster Management and Risk reduction & Mass Causality Service for Medical Officers in Assam	State	Health / GoA	19/08/2019	21/08/2019	Miranda Das	M.Saikia
43.	2019-20	e-Office	State	DoPT/GoI	26/08/2019	27/08/2019	L.N.Thakur	Rohan Das
44.	2019-20	One day Training on Arms and Explosive Act, etc. (Centre for LJ & HR)	State	GoA	27/08/2019		Zahid Chistie	Dibhya Jyoti Sarma
45.	2019-20	Orientation-cum-training programmes for IAS and ACS officers on SDG district manual (Centre for SDGs)	State	GoA	27/08/2019	28/08/2019	V.Barua	P.Choudhury
46.	2019-20	Accounts and Financial Rules with special reference to Public Procurement Procedure	State	DoPT/GoI	29/08/2019	31/08/2019	A.Bordoloi	H.Goswami
47.	2019-20	Training Course for ARCS and Sub-Registrar of Cooperation Department	State	Co-op Deptt/ GoA	29/08/2019	31/08/2019	Zahid Chistie	B.aikuntha Talukdar
48.	2019-20	Disaster management in organization. DM plan Preparation; Emergency medical service during disaster, precaution etc.	State	DoPT/GoI	29/08/2019	31/08/2019	K.Rajkhowa	P.Choudhury
September, 2019								
49.	2019-20 18	Women Empowerment through RDD and other line Development Department Officers.	State	DoPT/GoI	03/09/2019	05/09/2019	M.Borkotoki	B.P. Deka

50.	2019-20	Training on Financial Rules and Accounts with ref. to contingency manual, duties and responsibility of DDOs (Centre for (Fin. Mgt)	State	GoA	04/09/2019	06/09/2019	A.Bordoloi	C.Mili/ H.Goswami
51.	2019-20	Global warming, Climate Change and Natural disaster management - future perspective	State	DoPT/GoI	05/09/2019	06/09/2019	V.Barua	S.Ghosh
52.	2019-20	Sensitization of Govt. functionaries on minority communities	State	DoPT/GoI	05/09/2019	06/09/2019	K.Rajkhowa	Rohan Das
53.	2019-20	Revenue Court Procedure (Centre for LJ & HR)	State	GoA	11/09/2019	13/09/2019	Zahid Chistie	Dibya Jyoti Sarma
54.	2019-20	Reservation in service laws and procedure	State	DoPT/GoI	11/09/2019	13/09/2019	R.Chakraborty	Jyotirmoy Sarma
55.	2019-20	One day Workshop on PFMS (Centre for Fin. Mgt)	State	GoA	12/09/2019		A.Bordoloi	Baikuntha Talukdar/ H.Goswami
56.	2019-20	Training on SDG Manual for District officials : LAD (Centre for SDGs)	State	GoA	12/09/2019	13/09/2019	V.Barua	C.Mili
57.	2019-20	Collaborate, Communicate and Create - three Cs of an innovative culture	State	DoPT/GoI	16/09/2019	17/09/2019	K.Rajkhowa/ R.Chakraborty	Rohan Das
58.	2019-20	7-Day Training Programme for middle level officers of AFS Cadre on Finance. (Centre for Fin. Mgt)	State	GoA	16/09/2019	23/09/2019	A.Bordoloi	P.Choudhury/ H.Goswami
59.	2019-20	Leading effective meeting	State	DoPT/GoI	16/09/2019	17/09/2019	L.N.Thakur	Baikuntha Talukdar
60.	2019-20	Rules and Act for Differently Abled	State	DoPT/GoI	16/09/2019	18/09/2019	M.Borkotoki	B.P. Deka
61.	2019-20	Reservation in Services, Laws and Procedure (Centre for LJ & HR)	State	GoA	17/09/2019	18/09/2019	Zahid Chistie	Dibya Jyoti Sarma
62.	2019-20	Mid-Career Interactions between the Armed Forces and Civil Services Officers	National	DoPT/GoI	23/09/2019	24/09/2019	V.Barua	S.Ghosh
63.	2019-20	Change Management (Centre for IF&S)	State	GoA	23/09/2019	25/09/2019	K.Rajkhowa/ R.Chakraborty	P.Choudhury
64.	2019-20	Two – Day Workshop on consumer protection laws in collaboration with ASCI (Centre for LJ & HR)	State	GoA	24/08/2019	25/08/2019	Zahid Chistie	Dibya Jyoti Sarma
65.	2019-20	Training on Accounts & Financial Rules and Procurement Procedure for DDOs, DSPs, & SPs (Centre for Fin. Mgt)	State	GoA	25/09/2019	27/09/2019	A.Bordoloi	C.Mili/ H.Goswami
66.	2019-20	Training on SDG Manual, for District officials : UAD (Centre for SDGs)	State	GoA	26/09/2019	27/09/2019	V.Barua	Jyotirmoy Sarma
October, 2019								
67.	2018-19	Workshop for Sub-Registrar ARCS, DRCS & IRCS of Co-operation Department	State	Co-op Deptt/ GoA	14/10/2019	16/10/2019	Zahid Chistie	Baikuntha Talukdar

68.	2019-20	One - Week Mandatory in-service Training for ACS Officers (in two block yrs) (as per Training Policy)	State	GoA	14/10/2019	18/10/2019	V.Barua R.Chakraborty	K.Doungel/ B.P. Deka J.Sarma M.Saikia
69.	2019-20	Pre-Examination Coaching for CCS Examination	State	GoA	14/10/2019	April, 2020	V.Barua	S.Ghosh
70.	2019-20	Gender responsive governance	State	DoPT/GoI	15/10/2019	16/10/2019	M.Borkotoki	Rohan Das
71.	2019-20	3-Day Training on Accounts and Financial Rules with special reference to AFR and GFR (Centre for Fin. Mgt)	State	GoA	15/10/2019	17/10/2019	A.Bordoloi	Jyotirmoy Sarma/ H.Goswami
72.	2019-20	Two-Week Joint Induction Training Course for ACS & Allied Services	State	GoA	21/10/2019	02/11/2019	M.Borkotoki K.Rajkhowa	K.Doungel/ B.P. Deka Rohan Das
73.	2019-20	Leading Innovation (Centre for I&FS)	State	GoA	23/10/2019	24/10/2019	K.Rajkhowa/ R.Chakraborty	Baikuntha Talukdar
74.	2019-20	Handling of Laws by Executive Magistrate (Centre for LJ & HR)	State	GoA	23/10/2019	24/10/2019	Zahid Chistie	Dibya Jyoti Sarma
75.	2019-20	Training on Financial Management and Accounts (Ref. to AFR.DFPR, AMAR, FR & SR of HOD) (Centre for Fin. Mgt)	State	GoA	23/10/2019	25/10/2019	A.Bordoloi	S.Ghosh H.Goswami
76.	2019-20	One Day Orientation on Financial Management for BDOs & PRI members (GP Secretary) (Centre for Fin. Mgt)	State	GoA	30/10/2019		A.Bordoloi	P.Choudhury H. Goswami
77.	2019-20	Training on SDG Manual, for District officials: NAD (Centre for SDGs)	State	NAD	30/10/2019	31/10/2019	V.Barua	M.Saikia
78.	2019-20	Training course for DRCS & JRCS of Cooperation Department	State	Co-op Deptt/ GoA	30/10/2019	01/11/2019	Zahid Chistie	Baikuntha Talukdar
November, 2019								
79.	2019-20	Reservation in service laws and procedure	State	DoPT/GoI	04/11/2019	06/11/2019	M.Borkotoki	Baikuntha Talukdar
80.	2019-20	Disaster management in organization. DM plan Preparation; Emergency medical service during disaster, precautions etc.	State	DoPT/GoI	04/11/2019	06/11/2019	R.Chakraborty	Jyotirmoy Sarma
81.	2019-20	Financial Management and Accounts (Reference to e - governance)	State	DoPT/GoI	04/11/2019	06/11/2019	S.R.Roy	C.Mili
82.	2019-20	Eight - Week Foundation Training Course for ACS (P) Officers (as per Training Policy)	State	GoA	04/11/2019	27/12/2019	M.Borkotoki K.Rajkhowa	K.Doungel/ B.P. Deka M.Saikia J.Sarma
83.	2019-20	Training on Financial Management and Accounts (Ref. to Financial Powers, timelines, technical sanctions, Administrative approval) (Centre for Fin. Mgt)	State	GoA	06/11/2019	08/11/2019	A.Bordoloi	Rohan Das/ H.Goswami

84.	2019-20	Training on Departmental Proceedings along with preparation of Charge sheet (Centre for LJ & HR)	State	GoA	07/11/2019	08/11/2019	Zahid Chistie	Dibhya Jyoti Sarma
85.	2019-20	Innovation and good governance (Centre for I&FS)	State	GoA	13/11/2019	15/11/2019	K.Rajkhowa/ R.Chakraborty	Biswajyoti Talukdar
86.	2019-20	Information Security Management	State	DoPT/GoI	13/11/2019	15/11/2019	L.N.Thakur	C.Mili
87.	2019-20	Training on SDG Manual, for District officials: BTC (Centre for SDGs)	State	BTC	14/11/2019	15/11/2019	V.Barua	Jintumoni Daimary
88.	2019-20	Defending cases in courts with hands on exercises	State	DoPT/GoI	18/11/2019	19/11/2019	Zahid Chistie	Dibhya Jyoti Sarma
89.	2019-20	Facilitation	National	DoPT/GoI	18/11/2019	20/11/2019	N.Sarma	Rohan Das
90.	2019-20	One Day Workshop on GSTN and I. Tax (Centre for Fin. Mgt)	State	GoA	20/11/2019		A.Bordoloi	B.Talukdar/ H.Goswami
91.	2019-20	Natural Resources Management	State	DoPT/ GoI	25/11/2019	26/11/2019	R.Chakraborty	Jyotirmoy Sarma
92.	2019-20	Training on Conduct Rules and Disciplinary Rules with Departmental Proceedings (Centre for LJ & HR)	State	GoA	27/11/2019	28/11/2019	Zahid Chistie	Dibhya Jyoti Sarma
93.	2019-20	Innovation & creativity (Centre for I&FS)	State	GoA	27/11/2019	28/11/2019	K.Rajkhowa	Baikuntha Talukdar
94.	2019-20	Training on SDG Manual, for District officials KA&DH Autonomous Council. (Centre for SDGs)	State	KA&DH A/C	28/11/2019	29/11/2019	V.Barua	P.Choudhury
December, 2019								
95.	2019-20	Combating Gender violence and atrocities	State	DoPT/GoI	03/12/2019	05/12/2019	M.Borkotoki	Rohan Das
96.	2018-19	Workshop for Sub- Registrar ARCS, DRCS & IRCS of Cooperation Department	State	Co-op Deptt/ GoA	03/12/2019	05/12/2019	Zahid Chistie	Baikuntha Talukdar
97.	2019-20	Symposium on Digital Payments (Centre for e-Governance)	State	GoA	06/12/2019		N.Sarma	C.Mili
98.	2019-20	Accounts and Financial Rules with special reference to DPR Monitoring, Evaluation, report submission	State	DoPT/GoI	05/12/2019	07/12/2019	A.Boldoloi	P.Choudhury/ H.Goswami
99.	2019-20	Mentoring	National	DoPT/GoI	09/12/2019	11/12/2019	N.Sarma	Baikuntha Talukdar
100.	2019-20	Revenue Court Procedure (Centre for LJ & HR)	State	GoA	10/12/2019	11/12/2019	Zahid Chistie	Dibhya Jyoti Sarma
101.	2019-20	Disruptive Technology (Centre for I&FS)	State	GoA	12/12/2019		K.Rajkhowa/ R.Chakraborty	C.Mili
102.	2019-20	Workshop on Preparation of DPR, EoL & RFP Project Management, Monitoring and Evaluation. (Centre for Fin. Mgt)	State	GoA	11/12/2019	13/12/2019	A.Bordoloi	Rohan Das / H.Goswami
103.	2019-20	Training on SDG Manual, for District officials : Barak Valley. (Centre for SDGs)	State	GoA	19/12/2019	20/12/2019	V.Barua	K.Doungel

104.	2019-20	State Training Policy (STP)	State	GoA	23/12/2019		K.Rajkhowa/ R.Chakraborty	Baikuntha Talukdar
January, 2020								
105.	2019-20	Mid - Career Interaction Training Programme for ACS officers of 10 yrs seniority (as per Training Policy)	State	GoA	06/01/2020	10/01/2020	V. Barua/ M.Das	K.Doungel/ M.Saikia Rohan Das
106.	2019-20	Defending cases in courts with hands on exercise (Centre for LJ & HR)	State	GoA	08/01/2020	09/01/2020	Zahid Chistie	Dibhya Jyoti Sarma
107.	2019-20	Innovation in Renewable Energy (Centre for I&FS)	State	GoA	09/01/2020		K.Rajkhowa/ R.Chakraborty	C.Mili
108.	2019-20	Training for middle level officers of AFS Cadre on Financial updates & management (Centre for Fin. Mgt)	State	GoA	20/01/2020	22/01/2020	A.Bordoloi	P.Choudhury H.Goswami
109.	2019-20	e-Prastuti – refresher (Centre for e-Governance)	State	GoA	21/01/2020	22/01/2020	L.N.Thakur	Rohan Das/ H.Goswami
110.	2019-20	One Day Workshop on Revenue Forecasting & Resource Management (Centre for Fin. Mgt)	State	GoA	28/01/2020		A. Bordoloi	Baikuntha Talukdar/ H.Goswami
February, 2020								
111.	2019-20	e-Procurement (Centre for e-Governance)	State	GoA	03/02/2020	04/02/2020	N.Sarma	C.Mili
112.	2019-20	Mid - Career Interaction Training Programme for ACS officers of 20 year seniority (as per Training Policy)	State	GoA	03/02/2020	07/02/2020	M.Borkotoki Zahid Chistie	K.Doungel/ C.Mili/ M.Saikia
113.	2019-20	e-Prastuti – refresher (Centre for e-Governance)	State	GoA	11/02/2020	12/02/2020	L.N.Thakur	Rohan Das/ H.Goswami
114.	2019-20	Defending cases in courts with hands on exercise (Centre for LJ & HR)	State	GoA	12/02/2020	13/02/2020	Zahid Chistie	Dibhya Jyoti Sarma
115.	2019-20	Theme based National / State Workshops as per chapters of Assam Agenda (Centre for SDGs)	State	GoA	13/02/2020		V. Barua	P.Choudhury
116.	2019-20	Two - Week Professional Course for ACS Officers (as per Training Policy)	State	GoA	17/02/2020	28/02/2020	M.Borkotoki	K.Doungel/ B.P. Deka Rohan Das
117.	2019-20	One Day Workshop on PPP and BOT	State	GoA	18/02/2020		A.Bordoloi	J.. Sarma/ H.Goswami
118.	2019-20	Symposium on Artificial Intelligence & Internet of things Symposium (Centre for e-Governance)	State	GoA	19/02/2020		N.Sarma	Baikuntha Talukdar
119.	2019-20	Strategic leadership in strategic foresight (Centre for I&FS)	State	GoA	21/02/2020		K.Rajkhowa/ R.Chakraborty	Jyotirmoy Sarma
120.	2019-20	Workshop on Human Rights - Issues and Challenges (Centre for LJ & HR)	State	GoA	27/02/2020	28/02/2020	Zahid Chistie	Dibhya Jyoti Sarma

March, 2020

121.	2019-20	Mid - Career Interaction Training Programme for ACS officers of 30 year seniority. (as per Training Policy)	State	GoA	02/03/2020	06/03/2020	V.Barua R.Chakraborty	K.Doungel/ S.Ghosh C. Mili
122.	2019-20	Innovations in solid waste Management (Centre for I&FS)	State	GoA	11/03/2020		K.Rajkhowa/ R.Chakraborty	Jyotirmoy Sarma
123.	2019-20	Workshop on Police Public relations (Centre for LJ & HR)	State	GoA	11/03/2020	12/03/2020	Zahid Chistie	Dibhya Jyoti Sarma