

ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER March, 2018



In this Issue

- 1 *Trainer Development Programme*
- 2 *Pre-Examination Training*
- 3 *IT Act, 2000 and Cyber Security*
- 3 *Innovation, Creativity and Managing Change*
- 4 *e-Procurement*
- 4 *Goods & Services Tax*
- 5 *Information Security Management*
- 5 *Government Process Re-engineering*

Trainer Development Programme



A Trainer Development Programme (TDP) on “Recognised Trainer Development Programme in Mentoring Skills” was conducted from 10th - 17th February, 2018. Two Master Trainers on Mentoring – Shri O P Dwivedi from Bhopal and Shri Abhay Singh, Joint Director, Ministry of Defence, New Delhi were deployed by DoPT, Government of India to develop five Potential Recognised Trainers (PRTs) as Recognised Trainers (RTs) during the training programme.



The first two days of the training programme were devoted to development of PRTs by the Master Trainers. Thereafter, a 3-day basic course on "Mentoring Skills" from 12th -14th February, 2018 was conducted by the Master Trainers for observation of PRTs for making process sheet. The basic course was attended by 10 officers from the offices/departments of Assam Power Generation Corporation Ltd (APDCL), Employment & Craftsmen Training, Assam State AIDS Control Society, Vigilance & Anti-Corruption, Registrar of Cooperatives Societies, Assam State Electricity Board and Home Guards, Uttar Pradesh. The aim of the Mentoring course was to help the participants to acquire an understanding of the concept of mentoring and the skills to carry out the duties of a mentor.



Subsequently two basic courses on "Mentoring Skills" were conducted by PRTs from 15th -17th February, 2018, which were assessed by Master Trainers. 25 officers from various departments/offices like Municipal Administration, Irrigation, APDCL, Inland Water Transport, Home Guards, Uttar Pradesh, P.W.D. (Buildings), Principal Chief Conservator of Forests, Printing & Stationery, Town and Country Planning, Assam State Electricity Board, Sericulture, Agriculture, etc. participated in two batches. The participants garnered good learning points from the training programme.

Pre-Examination Training



Three months Pre-examination Training Programme for Central Civil Services IAS, etc. for the Tea Tribes students of Assam under the sponsorship of Directorate of Tea Tribes was conducted by Assam Administrative Staff College for the first time. Thirty students selected by the Directorate on the basis of merit were recommended for training from 16th November, 2017 to 27th February, 2018.

The programme was inaugurated by Shri Sarbananda Sonowal, Hon'ble Chief Minister of Assam in presence of Shri Pallav

Lochan Das, Minister Labour and Employment, and Shri Kamakhya Prasad Tasa, Hon'ble M.P. Other dignitaries present included Shri Sanjay Kishan, Hon'ble MLA Tinsukia, Shri Terash Gowalla, Hon'ble MLA Duliajan and other senior officers and the selected students and their guardians.

The course had been designed taking into account the needs of the students. Faculty and resource persons were engaged from leading coaching institutes of New Delhi and Mumbai.

One of the students Masi Topno has qualified for the ACS Mains, 2018 and another trainee Nibedita Mahata has been absorbed as Assistant Manager, APDCL at Golaghat. The course ended with the distribution of study material by Shri GM Hazarika, IAS, Director, Assam Administrative Staff College and Shri S.P Sharma, ACS, Joint Director, Assam Administrative Staff College & Course Director.

IT Act, 2000 & Cyber Security



A two day training course on “Information Technology Act, 2000 & Cyber Security” was

organised on 29th and 30th January, 2018 by the Centre for Law, Justice & Human Rights, Assam Administrative Staff College for state government officers belonging to district administrations and different departments . The basic objective was to make the officers conversant with the various provisions of the Information Technology Act, 2000 (as amended) which are relevant for their official work. Apart from an overview of the Act, the training also dwelt on subjects like Information Security Management, Electronic evidences in Court of Law, different aspects of cyber crime, precaution in digital transactions and AADHAR Card. The resource persons were from NIC, AMTRON, CID(Assam Police), APRO and UIDAI.

30 officers from all over the state attended the training. The trainees displayed keen interest in all the subjects and actively interacted during the sessions.

Innovation, Creativity and Managing Change

A 3-day training course on “Innovation, Creativity and Managing Change” was organised by the Centre for Innovation and Future Studies, Assam Administrative Staff College from 21st -23rd February, 2018. The training course was attended by officers of departments/offices like Legal Metrology, DIET, Agriculture, Inland Water Transport, Archives, Information and Public Relations, Geology and Mining, Civil Defence, etc.



Sessions on themes like creativity and innovation at work place, creative and critical thinking, change management, introduction of innovative culture and climate in organizations, collaboration and co-creation, creativity and decision making, ethics and innovation, emotion management with assertive communication and organizational dissent management, transfer and adaptation of innovation and best practices, innovative process of Electronic Vaccine Intelligence Network in Vaccination and Health were covered during the training course.

e-Procurement



A course on "e-Procurement" sponsored by Government of Assam was conducted by Centre for e-Governance, Assam

A course on "e-Procurement" sponsored by Government of Assam was conducted by Centre for e-Governance, Assam Administrative Staff College from 15th to 17th February, 2018. Resource persons were drawn from e-Procurement cell of NIC, Assam. Altogether 32 participants took part in the training. The departments are : SAD, Dispur, Animal Husbandry and Veterinary Department, ASTC Ltd, PCCF Assam, AMC Dibrugarh, Legal Meteorology, SCERT; WAMUL, Guwahati, Thengal Kachari Autonomous Council, Assam.

Goods and Services Tax



A 3-day training course on "Goods and Services Tax (GST)" was held from 8th -10th January, 2018.

The training was sponsored by DoPT, Government of India, and focused on the various provisions of the GST Act & regulations. Sessions on new indirect tax regime, need for tax reforms and compliance, GST registration and compliance of government offices, E-way Bill system, challenges and opportunities in GST implementation and likely impact of GST on the Indian economy were undertaken.

The training course was attended by officers

from Departments/ Directorates/offices like Tourism, PHE, Public Works, SSA, Economics & Statistics, Audit (Local Fund), Irrigation, Vigilance & Anti-Corruption, Registrar of Cooperative Societies, Assam Police Housing Corporation, Inland water transport, Small Savings, Transport, Civil Defence, Legal Metrology, Assam Institute of Research for Tribal & Scheduled Castes, etc.

Information Security Management



A 2 day course on “Information Security Management” was conducted by Center for e-Governance, Assam Administrative Staff College on 20th and 21st February, 2018. The course was attended by 27 participants from different departments of Government of Assam. Cyber Security evangelist Mr. Rakshit Tandon, Director, Council of Information Security(CIS), New Delhi, having experience of more than a decade in Security domain, conducted the training.



Topics like Cyber Threats & Current Landscape, Email threats & Security, Data

Security & Privacy, Cloud & Mobile Security, Social Media Threats & Security, Women Safety, eCommerce / Payment Gateway /Adhaar Security and Challenges, Cyber Security & National Security were discussed.

Government Process Re-Engineering



Centre for e-Governance, Assam Administrative Staff College Society, conducted a training on “Government Process Re-Engineering (e-Governance)” from 26th - 27th February, 2018 as a part of its e-Governance awareness initiatives. Eminent faculty Mr. B.G. Gupta, Consultant NISG, New Delhi acted as resource person. 22 participants from 13 organisations including Finance department, APDCL, Assam State Housing Board, Irrigation, PWD, office of the SDO (C) Gossaigaon, office of the Deputy Commissioner, Dhubri, Assam Urban Water Supply and Sewerage Board, Directorate of Printing & Stationery, Assam, office of Chief Electrical Inspector cum Advisor, Assam, Directorate of Fisheries Assam, Directorate of Agriculture Assam, office of the ADGP, CID, Assam attended the course.

PHOTO GALLERY



ASSAM ADMINISTRATIVE STAFF COLLEGE

Jawaharnagar, Khanapara, Guwahati-781022, Assam
Phone No. : +91 361-2363325 / Fax No. : +91 361-2362361
Email : director@asc.gov.in / asc1960@yahoo.com
www.asc.assam.gov.in