

ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER March, 2022



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Mid-Career Training for ACS officers (20 years seniority)



The Mid-Career Training for ACS officers (20 years seniority) was conducted by the Assam Administrative Staff College, Guwahati from 14th February to 19th February, 2022. 13 ACS officers (from 1992 to 2002 batches) participated in the said training.

The training dwelt on various relevant topics namely, public policy formulation for good governance, human resource development under the New Education Policy, preparation of a cabinet memorandum, TRIFED success story for empowering tribal communities, communication skills for effective leadership, role of ethics and values at workplace, provisions of purchase and procurement in government departments, inclusive governance w.r.t issues relating to vulnerable sections in society, child rights protection, mental health and well-being, DARK Web and cyber related crimes, AFRBM Act and budgeting principles, aspects of smooth coordination between Magistracy and Police, law and statutes for vulnerable sections, security issues w.r.t India

China Boundary, current challenges in public administration, project appraisal and monitoring, technology usage in Disaster Management, challenges in Indian nt. politics and economy in post COVID scenario, internal security of Assam and personal financial manageme The participants actively interacted with the eminent speakers which included domain experts and senior officers of the Government of Assam including the Chief Secretary and the Director General of Police of Assam.

The participants also enjoyed a field visit to SPREAD NE Food Forest and Farm Learning Centre, Sonapur where they witnessed climate friendly compassionate farming system and food forest and partook in trekking and other activities. The participants greatly relished a food forest luncheon organised during the visit.

The officer trainees found the training very well structured and expressed their immense satisfaction at the arrangements made.

Mid-Career Training for ACS officers (10 years seniority)



The mid career training of Assam Civil Service officers (ACS) who have completed 10 to 19 years in the service was held from 7th to 11th February 2022. Seventeen ACS officers attended this mandatory training. SmtiVijaylakshmiBarua, ACS, Director, Assam Administartive Staff Colege inaugurated the training.

The topics covered in the training were Improving the Human Development Indicators of Assam, Project Appraisal and Monitoring, Fitness and Lifestyle, Procurement, Preparation of parawise comments, Management of covid, Implementation of BPR in Government and Leveraging It to improve Public Service Delivery, Data Privacy and Information Security, Personal Finance Management, Cabinet Memorandum, Learn Six Sigma in Government, Creative Leadership and Negotitation Skills. A panel discussion on 'National Security of India: Combating Cross Border Tensions' between Brigadier M Ravi Shanker,

Commander 107 Mountain Brigade of the Indian Army and Shri Hiren Nath, IPS, Additional Director General of Police was an eye opener for the officers. An interesting lecture on Indo-Bangladesh Bilateral Cooperation was delivered by Dr Shah Mohammad Tanvir Monsur, Assistant High Commissioner of Bangladesh. A sunset cruise on the Brahmaputra was a relaxing activity amidst the hectic schedule of the training.

The training concluded with presentations by the officers on the role of Digital Currency (pertaining to RBI) in boosting the Indian economy, Jal Jeevan Mission in Assam, addressing workplace harassment in Government offices, thoughts and suggestions on reducing carbon footprint and Mission Basundhara.

Project Sadbhavana

One Day Training on 'Project Sadbhavana' for Nodal Officers of Govt. of Assam was conducted at Assam Administrative Staff College by ARTPPG Department on 5th February, 2022, as a one- time initiative to dispose off all old cases pending at Assam Secretariat.



Foundation Training of ACS Officers (2021 Batch)

The three week Foundation Training Programme for Assam Civil Service Officers of 2021 batch commenced on 8th November, 2021. A lot of effort was put in curating the programme schedule to equip the officers with first-hand knowledge on important topics like Magistracy Acts, RTI, Sustainable Development Goals, Mission Basundhara, Revenue Administration, Panchayati Raj system, Magistrate-Police Interface, Office Procedure, Financial Rules, Protocol matters, Procurement, Transformational Leadership etc. The Hon'ble Chief Minister of Assam, Dr HimantaBiswaSarma graced the Foundation Training on 16th November 2021 and interacted with the officers. An evening with Shri Jishnu Barua, IAS, Chief Secretary, Assam instilled great enthusiasm amongst the officer trainees. A total of 68 officers attended the training.

The Resource Persons were senior Government officers and subject matter specialists. They shared interesting anecdotes of their professional experience with the officer trainees. Shri V Srinivas, IAS, Special Secretary to the Government of India, DARPG & Director General, National Centre for Good Governance gave an enlightening lecture on Civil Service Reforms in India. Classroom sessions were complemented with field visits in the weekends and physical training in the mornings. Visit to Chandrapur Development Block and to 4th Assam Police Battalion, Kahilipara were major attractions. The field visit to the 21 Mountain Division of the Indian Army at Rangia was an educative experience about the need of co-ordination between Civil Administration and the Indian Army in security matters as well as during natural disasters. The foundation training was well appreciated by all officer-trainees.



Next three-week foundation training programme for ACS officer trainees of 2021 batch (Group-II) was conducted from 6th to 24th December, 2021. 37 ACS officers of 2021 batch participated in the foundation training programme.

The training facilitated deliberations and interactions on a gamut of topics namely, development paradigm and the changing role of public service, power sector reforms and the Sustainable Development Goals w.r.t Assam, relevant provisions of Criminal Procedure Code, Civil Procedure Code, Indian Penal Code and Indian Evidence Act, Administrative Laws, Land Acquisition Act 2013 and Mission Basundhara, Flagship programmes in agriculture and allied sectors in the districts, Panchayati Raj System in Assam and responsibilities of Block Development Officers, initiatives under ASRLM for economic empowerment of people in rural areas and tribal communities, Flagship Schemes and initiatives under National Health Mission, activities under National Education Mission in Assam, Urban Local Bodies, Flagship Schemes of Social Welfare Department, Disability Rights and Tea Tribes Welfare Schemes, Digital India Initiatives and the

Industrial Ecosystem in the State, activities of the Nest -State of Art Incubation Centre for promoting Start Ups in Assam, importance of Magistrate-Police coordination for smooth implementation of official tasks, relief and rehabilitation matters, RTI Act, its Implementation Structure, the Procedure of Appeal and Safeguards to officers in providing information under the Act, security challenges in the North East, Biodiversity Conservation and Climate Change Management, JalJeevan Mission and Swachh Bharat Mission (Gramin), e-office, salient features of PRANAM, Assam Financial Rules, Assam Fiscal Responsibility and Budget Management Act, Budget Preparation and the National Pension System, Treasury Management System, role of field functionaries in revenue administration, procurement, conflict management and peace building, collaboration of UNICEF with Government of Assam for results for children and women of Assam, Good Governance, Assam Services (Discipline and Appeal) Rules, 1964, relevance of gender sensitization and POSH at Workplace, drafts, notes etc as per the Manual of Office Procedure, Preparation of error free Roster Registers, effective handling of Bakijai Cases, prison reforms in Assam role of Assistant Commissioners as in- charge of Jail, cyber security and the Do's and Dont's for Government officers in social media, fundamental magisterial functions etc. Sessions on soft skills like stress management, time management and transformational leadership in administration were also imparted to the officer trainees. The group interacted extensively with several senior bureaucrats of Government of Assam including the Chief Secretary, Assam and were enriched by the valuable inputs and insights provided by the senior officers.

Apart from classroom sessions, the officer trainees also participated in PT and yoga sessions and underwent field visits to the Assam © Secretariat, SIPRD, Bezera Development Block, SIPRD, Kahikuchi, and experienced one-day attachment with the Army in Rangia 21 Mountain Division and one-day attachment with Assam Police at 4th Assam Police Battalion, Kahilipara. The officer trainees submitted a report following visit to Bezera Development Block.

Presentations on relevant topics were made by the participants in groups on the last of the training and sincere efforts of the participants could be witnessed during the presentations as also during the skits performed during the session on good governance.

A cultural evening was organised by the participants followed by a sumptuous dinner. The officer trainees greatly appreciated and expressed their immense satisfaction at the training programme.



The Foundation Training Programme (FTP) for ACS officer trainees of 2021 batch (Group-III) was conducted by the Assam Administrative Staff College, Guwahati from 18th January to 5th February, 2022. 25 ACS officers participated in the FTP for the third and the final group of ACS officers of 2021 batch.

The FTP incorporated sessions on various relevant topics namely, relevant provisions of Criminal Procedure Code, Civil Procedure Code, Indian Penal Code and Indian Evidence Act, drafts, notes etc as per the Manual of Office Procedure, Preparation of error free Roster Registers, Administrative Laws, Land Acquisition Act 2013 and Mission Basundhara, Flagship programmes in agriculture and allied sectors in the districts, Panchayati Raj System in Assam and responsibilities of Block Development Officers, initiatives under ASRLM for economic empowerment of people in rural areas and tribal communities, Flagship Schemes and initiatives under National Health Mission, activities under National Education Mission in Assam, Human Rights issues in North East India, Flagship Schemes of Social Welfare Department, Disability Rights and Tea Tribes Welfare Schemes, Digital India Initiatives, artificial intelligence, activities of the Nest -State of Art Incubation Centre for promoting Start Ups in Assam, importance of Magistrate-Police coordination for smooth implementation of official tasks, relief and rehabilitation matters, RTI Act, its Implementation Structure, the Procedure of Appeal and Safeguards to officers in providing information under the Act, Biodiversity Conservation and Climate Change Management, JalJeevan Mission and Swachh Bharat Mission (Gramin), e-office, salient features of PRANAM, Assam Financial Rules, Assam Fiscal Responsibility and Budget Management Act, Budget Preparation and the National Pension System, Treasury Management System, role of field functionaries in revenue administration, procurement, conflict management and peace building, collaboration of UNICEF with Government of Assam for results for children and women of Assam, Good Governance, Assam

Services (Discipline and Appeal) Rules, 1964, relevance of gender sensitization and POSH at Workplace, prison reforms in Assam, role of Assistant Commissioners as in-charge of Jail, cyber security and the Do's and Don't's for Government officers in social media, fundamental magisterial functions etc.

Sessions on soft skills like communication skills at workplace and life skills for effective governance were also imparted to the officer trainees. The group interacted extensively with several senior bureaucrats of Government of Assam including domain experts and were enriched by the valuable knowledge and rich insights provided by them.

Assignments were also given to the officer trainees on writing of orders under CrpC and for submission of report pursuant to the visit to Sualkuchi Development Block.



Apart from classroom sessions, the officer trainees participated in PT and yoga sessions and underwent field/orientation visits to Assam @ Secretariat, Sualkuchi Development Block, SIPRD, Kahikuchi in addition to one-day attachment with the Army in Rangia 21 Mountain Division. The officer trainees also experienced a one-day attachment with Assam Police at 4th Assam Police Battalion, Kahilipara and partook in activities like horse riding, shooting, rock climbing etc.

Sincere efforts of the participants could be seen during the group presentations on the last day of the FTP and also during the skits performed during the session on good governance.

A cultural evening was organised by the participants followed by a sumptuous dinner. The officer trainees garnered important learning points and expressed their immense satisfaction at the foundation training programme.

GST & Income Tax

1-day Workshop on "GST & Income Tax" sponsored by Govt. of Assam was conducted at Assam Administrative Staff College, Guwahati, on 23rd



February, 2022. The topics covered in the said workshop are –Income Tax Rules & GST Rules. A total of 16 participants from various departments of Govt. of Assam participated in the said training. Shri Manideep Sarma was invited to take sessions for the said training.

Role and Responsibilities of DDO



One day Workshop on “Role and Responsibilities of DDO ” sponsored by Govt. of Assam, was conducted at Assam Administrative Staff College, Guwahati, on 24th January, 2022. The topics covered in the said training are –Govt. Accounts, Budget, FRBM Act, DFP Rules, AFR & FOC, Treasury Rules, Contingency manual, Audit Compliances, FR & SR, Duties & Rules of DDO, Check list, Procurement and FAQ etc. A total of 18 participants from various departments of Govt. of Assam participated in the said training. Shri Amalendu Bhattacharjee, (Retired, AFS) was invited to take sessions of the said training.

Waste Management and Pollution Prevention

Training course on “Waste Management and Pollution Prevention” sponsored by Department of Personnel and Training, Government of India was conducted at Assam Administrative Staff College with effect from 3rd to 5th March, 2022. A total number of 16 (sixteen) participant from various departments like Assam Water Research & Management, District Industries & Commerce Centre, Executive Engineer Central Workshop Industrial Estate, ASRLM, Assam Diary Development, Animal Husbandry and Veterinary, Assam livestock and Poultry Corporation and Assam Administrative Staff College have attended



the training. Dr. Pradip Baishya, Associate Professor, Assam Engineering College, Guwahati was resource person for the training. Field visit was arranged to Boragaon dumping station and Scientific Solid Waste Management Plan at Kamakhya temple project site including presentations by participants on waste management on the last day.

Artificial Intelligence (AI) and Internet of Things (IoT)



Centre for e-Governance, Assam Administrative Staff College organised a Symposium on “Artificial Intelligence (AI) and Internet of Things (IoT)” for officers of Government of Assam on 2nd November, 2021. The Symposium was sponsored by Government of Assam and conducted in collaboration with NIC Assam State centre. Inaugural session was graced by Shri J. Saikia Director of Training AASC and Dr. S. Pyarelal SIO NIC Assam. 45 participants from various organisations of Government of Assam attended it. NIC Assam Scientists delivered talks on Artificial Intelligence and demonstrated NIC developed IOT Applications.

Data Analytics

One-day Symposium on ‘Data Analytics’ was conducted by Centre for e-Governance, Assam Administrative Staff College Guwahati, on 1st December, 2021 in collaboration with NIC. Introductory session on ‘Data Analytics Overview’ was delivered by Mr. P.K. Mittal, (MD NICSI), NIC New Delhi in Video Conference mode. Next VC session was on ‘Concept & Applications of Data Analytics in Government’ by MS. Anjali Dhingra



(SGM NICS), NIC New Delhi. Mr. Ashutosh P. Maurya, (DGM NICS), NIC New Delhi came over to AASC and conducted classroom session on 'Issues & Challenges under Data Analytics', which was very much interactive. Tejas is an easy, powerful and affordable analytics visualization tool developed through the collaborative effort of NIC and NICS (CEDA) under the guidance of Ministry of Electronics and Information Technology (MeitY). A demonstrative session on Tejas was conducted by Mr. Ankit Pandey Scientist B, NIC New Delhi in the classroom. Thirty-Five participants from various GOA organisations joined the Symposium.

ICT for Good Governance



1-day Symposium on "ICT for Good Governance" was held on 4th of January, 2021 at Assam Administrative Staff College sponsored by Government of Assam. 26 (twenty-six) nos. of participants attended the Symposium. Shri Deepak Chandra Mishra, DDG, NIC HQ, New Delhi delivered an online session on ICT for Good Governance. Dr. Suchitra Pyaralal, DDG and SIO NIC discussed on Citizen Centric Governance with special reference to RTPS. In addition to that topics like ICT on Transport sector & Land Records, ICT on Public Distribution, Digital Payment, Procurement, ICT on Pension & Grievance were also discussed and demonstrated.

Rehabilitation of Street Children

A one day workshop to create awareness on protection and rehabilitation of street children was organised by the Centre for Law, Justice and Human Rights under Assam Administrative Staff

College, in collaboration with Assam State Child Protection Society on 21st February 2022. The Resource persons spoke on the role of stakeholders in rescue of street children, child rights for children in need of care, psycho social support to the children and their families and on Hon'ble Supreme Court's Directions on the subject. Shri Mukesh Sahu, IAS, Principal Secretary, Social Welfare Department and Chairperson, Assam State Child Protection Society inaugurated the workshop, which was attended by Child Protection Officers, Officials of Childline and other NGOs (35+ participants). The workshop generated the right momentum and each participant pledged to work sincerely for rehabilitation of these children.



Gender Sensitivity in Government



Three days training course on "Gender Sensitivity in Government" sponsored by DoPT, GoI was conducted at Assam Administrative Staff College, Guwahati, w.e.f. 21st to 23rd February, 2022. The topics covered in the said training are – Introduction to Gender Responsive Governance, Development, Hindrance & Social Issues related to Gender balance with special reference to SHGs & NGOs, Gender issues in Development, Gender sensitization and POSH at workplace etc. A total of 15 participants from various departments of Govt. of Assam participated in the said training. Distinguished resource persons from various organization viz.,: Dr. Saswati Choudhury, Dr. Purabi Nath, Dr. Arunima Deka, Dr. Chandrama Goswami, Dr. Poonam Kakoti Borah, Dr. H.R. Nath were invited to take sessions for the said training.

Decision making for effective leadership



A 3-day training course on "Decision making for effective leadership" was conducted w.e.f. 22nd to 24th March, 2022 at Assam Administrative Staff College, Guwahati sponsored by DoPT, Government of India. The training was attended by 40 participants from various departments of Government of Assam i.e Deputy Commissioner, Dima-Hasao, Directorate of Fisheries, Commissioner of Industries & Commerce, Assam Livestock & Poultry Corporation Ltd., ASRLM, ASTC, AEGCL, Directorate of Health Services, Assam, Commissioner of Labour, Inland Water Transport, Directorate of Agriculture, Assam Skill Development Mission, Directorate of Food, Civil Supplies and Consumer Affairs, Director of Land Records & Surveys, Assam, Assam Petro-Chemical Ltd., Director of Dairy Development, Assam Electricity Grid Corporation, Registrar of Cooperative Societies etc. Different topics like - Decision Making Methods for the Workplace, How to become a better decision maker, Leadership and Creative Problem Solving, Leadership and the MIND, Life Skills for Decision Making, Model for Decision Making, Effective Communication for decision Making, Infusing Positive Attitude in Decision Making, Self-Discovery for Enhancing Effective Decision Making Skills etc were discussed during the training. Shri Sanjay Kedia, Consultant, Shri Deepankar Bhattacharjya Consultant, MIND India, Smti Mrinali Barbara, Human Resource Specialist conducted the training as resource person.

Collaborate, Communicate and Create – 3Cs of an innovation culture

A 3-day training course on 'Collaborate, Communicate and Create – 3Cs of an innovation culture' was organized by the Centre for Innovation and Futures Studies w.e.f. 10-12 January, 2022.

The training focused on various relevant topics viz, leadership skills for innovation, ways for building up organizational culture for innovation, creative and critical thinking, enhancing self-effectiveness through life skills for innovation, collaboration tools

for team building, conflict management for better team work, creative problem solving, idea generation tools to aid creativity at workplace, motivation as a tool to applied creativity and collaboration, importance of communication skills and emotional intelligence at the workplace.

25 officers from various Departments / Directorates / Offices like Registrar of Cooperative Societies, Assam State Transport Corporation, Industries and Commerce, Controller of Civil Defence, Rashtriya Uchchar Shiksha Abhiyan, Inspector General of Prisons, Public Works, Horticulture & Food Processing, Police etc as well as ACS officers from the district administration attended the training course. The trainee officers actively participated in the deliberations and group activities and greatly appreciated the training.



Other trainings conducted

- Workshop on "Public Finance Management System (PFMS)", 1st October, 2021
- Change Management and Reforms, 7th October, 2021
- Disaster Risk Mitigation and Management, 26th – 28th October, 2021
- Innovation in Administration, 3rd November, 2021
- e-Prastuti, w.e.f. 8th – 9th November, 2021
- Ethics and Values in Administration, 29th Nov – 1st Dec, 2021
- Conduct Rules, Discipline & Appeal Rules including Departmental Proceedings, 22nd – 23rd December, 2021
- Personality Development, 5th January, 2022
- Developing People at Workplace Catalyst for Change, 27th – 29th January, 2022
- Handling of Court Cases including para-wise comments, 7th -8th March, 2022
- Sensitization workshop on Implementation of State Training Policy, 14th March, 2022
- Managing Self and others for enhanced performance, w.e.f. 14th – 16th March, 2022
- Assam Right to Public Service Act, 23rd to 25th February, 2022
- Reservation in Government Service, 27 - 29 October, 2021

PHOTO GALLERY



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