

ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER October, 2021



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Administrative Reforms

A webinar on 'Administrative Reforms' was organized on 4th– 5th August, 2021 for IAS and ACS officers of Government of Assam. Shri Jishnu Barua, IAS, Chief Secretary, Government of Assam inaugurated the webinar.



The webinar witnessed participation of eminent and distinguished speakers viz, Shri V Srinivas, IAS, Additional Secretary to the Government of India, Department of Administrative Reforms and Public Grievances and Director General, National Centre for Good Governance, Dr Dhir Jhingran, IAS (Retd.), Founder Director



Language and Learning Foundation, Smti Preeti Sudan, IAS (Retd.), Former Secretary, Ministry of Health & Family Welfare, Government of India, Shri H S Das, IAS (Retd.), Former State Chief Information Commissioner, Assam and Shri Samir Kumar Sinha, IAS, Principal Secretary to Chief Minister, Assam, Principal Secretary to the Government of Assam, Finance and Additional Principal Resident Commissioner, Assam Bhawan, New Delhi.

The webinar facilitated deliberations on a range of topics involving the administrative reforms undertaken in India during 1990-2020, promoting foundational learning in the public education system, Health Sector Reforms, Financial Reforms and Administrative Reforms in Assam.

The officers interacted with the best of the minds in the domain of administrative reforms and were greatly enriched from the deliberations that took place.

● Orientation Programme for IAS(P)



The Orientation Programme for 8 IAS Officer Trainees (RR-2020 Batch) of Assam Meghalaya cadre was held from 19th to 24th

April, 2021. The inauguration was graced by Smti Archana Varma, IAS, Principal Secretary, Administrative Reforms, Pension and Public Grievances Department, Government of Assam. The training programme commenced with an introduction to Assam by Shri Jishnu Barua, IAS, Chief Secretary, Assam.

The sessions were a mix of theoretical conversations, ground realities and field trips. The importance of mental health vis a vis physical fitness was stressed upon by a renowned medical professional of Assam. Other topics of the training programme included comprehensive history of Assam covering Socio-Economic factors, Art and Culture; Law and Order; Public-Police Interface; Matters related to Revenue Administration; Climate Change Management; Overview of Finance Department; Protocol Matters; Disaster Management; Prison Management; Office Procedure; Rural Development and Panchayati Raj System in Assam.

Trekking at Garbhanga Reserve Forest and afield trip to Sualkuchi were major attractions and were much appreciated by the officer trainees.

● Leadership and Communication Skills

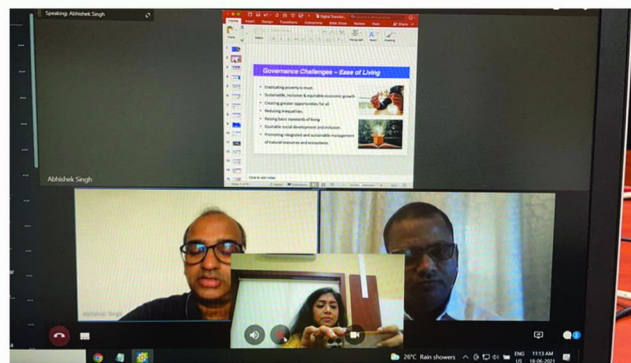
A two day webinar on 'Leadership and Communication Skills' was organised on 28th and 29th July 2021 to reiterate the significance of Leadership and Communication Skills in administration. Well, some are born leaders and some acquire the traits. The common ground between the two is the penchant for a sustainable vision and innovative ideas to materialise the vision. A total of twenty (20) IAS and ACS officers participated in this webinar. In order to hone the leadership and communication skills of the officers, senior Government Officers from

within as well as outside the State shared their valuable insights. Shri Sanjeev Chopra, IAS (retd), Former Director, LBSNAA; Smti Archana Varma, IAS, Principal Secretary, ARTPPG Department; Shri Anil Swarup, IAS (retd), Former Coal Secretary of India; Dr Arun Kumar Rath, IAS (retd), Chairman and Professor, Centre for Corporate Governance and Social Responsibility, IIM, Nagpur and Shri Arun Wakhlu, Founding Director and Chief Mentor, Pragati Leadership, Pune interacted with the participating officers. Interesting and thought-provoking topics including but not limited to 'the art of pioneering ideas', 'handling stress in high pressure jobs', 'development of leadership skills', 'importance of ethics and values' and 'team building' captured the attention of the officers on both days. Dr Asha Kuthari Chaudhuri, Professor of English, Gauhati University portrayed the significance of communication skills for Civil Service Officers.

• IT Application

Webinar on "IT Application in Government and Transparency in procurement" was held on 18th of June, 2021 for ACS and IAS officers.

Smti Archana Verma, IAS, Pricipal Secretary to the Government of Assam, Administrative Reforms and Training department delivered the Introductory Address and Smti Varnali Deka, IAS, Director of Training, Assam Administrative Staff College welcomed all participants and distinguished speakers. The key note address was delivered by Shri Abhishek Singh, CEO, MyGov with additional charge of President & CEO NeGD and MD & CEO, Digital India Corporation, New Delhi. He spoke on 'Digital India Initiatives' of Government of India for ensuring



accountability and transparency for transforming India into a digitally empowered society & knowledge economy.

Shri Santosh Misra, IAS, Commissioner of e-Governance, Government of Tamil Nadu who spoke on 'Good Governance & IT : The Tamil Nadu Stories' and Shri Shailendra Singh, Chief Technical Examiner, Central Vigilance Commission, New Delhi, spoke on 'Transparency in Procurement'. The last session of the webinar was delivered by Shri Mustaqur Rahman, Deputy Secretary, PWRD, Assam. He presented a case study on 'Procurement in Infrastructure' of Assam. The Webinar was attended by 26 participants.

• Accounts and Financial Rules

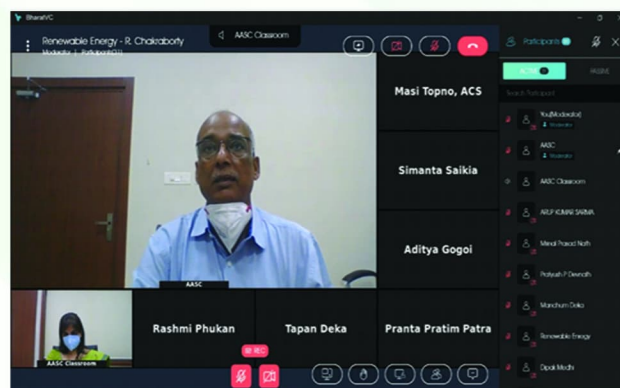
Centre for Financial Management conducted a 2-day webinar on "Accounts and Financial Rules with special reference to FRs & SRs, AFR, Assam Public Procurement Rules, 2020, Assam Pension Rules/National Pension System & Government Accounting Rules" w.e.f. from 17th to 18th August, 2021.

The topics included General condition of Service, Leave Rules-1934 and Travelling allowances Rules, Salient features of AFR, Responsibilities of Drawing and Disbursing Officers (DDOs), Service Book, Department enquiry in case of Fraud and Embezzlement of Govt. money in which Govt. Servant are involved. Assam Public Procurement Rules, 2020, Assam Pension & Family Pension Rules.



The faculty were Shri Ashim Kumar Baruah, AFS(Retd.), Shri Narendra Nath Bora, AFS(Retd.) former Director of Accounts & Treasuries, Shri Rutwik Phatak, Procurement Consultant, Civic Data Lab and Md. Manzil Hussain, Procurement Consultant, ASPIRe, Govt. of Assam.

● Rural Livelihood Opportunities



A one-day webinar on ‘Rural Livelihood Opportunities’ was organized by the Centre for Innovation and Futures Studies in collaboration with the Assam State Rural Livelihoods Mission (ASRLM) on 31st August, 2021.

38 officers from various Departments / Directorates as well as officers from the district administration attended the online training course.

The webinar commenced with an overview on Assam State Rural Livelihoods Mission (ASRLM) by Smti Krishna Baruah, ACS, State Mission Director, ASRLM. Thereafter six sessions entailing the following topics viz,

Village Poverty Reduction Plan (VPRP) Integration as a tool for sustainable livelihoods, SHG Bank Linkage for rural livelihoods promotion, Insurance & Pension, opportunities of farm livelihoods in rural Assam, opportunities of non-farm livelihoods in rural Assam and importance of entitlement mapping of SHGs & convergence activities in rural livelihoods promotion were undertaken by experts from the ASRLM.

● Planning and Policy Formulation

One-day webinar on ‘Planning and Policy Formulation’ was organized on 4th September, 2021.

The webinar started with an inaugural speech by Shri. Paban Kumar Borthakur, IAS, Additional Chief Secretary to Govt. of Assam, T&D, Cultural Affairs & Tourism Deptts & Chairman, Assam Administrative Tribunal.

Shri Amarjeet Sinha, IAS (Retd.) Ex Secretary, Ministry of Rural Development, Government of India & Former Advisor to on ‘Policy for Ease of Living’. A web session on ‘Fiscal Policy in India: Evolution and Trajectory’ was taken by Shri Anindo Mazumdar, IAS (Retd), Former Secretary, Central Vigilance Commission. Shri B. Kalyan Chakravarty, IAS, Principal Secretary to Government of Assam, Elementary, Secondary and Higher Education Deptt. took web session on ‘Human Resource Development: New Education Policy and way ahead in Assam’. Dr M Ariz Ahammed, IAS, Principal Secretary to Govt. of Assam, Public Enterprise Deptt. & Monitoring, Office of Chief Secretary, Assam delivered lecture on “Policy Formulation in Horticulture sector”.

Smti. Archana Varma, IAS, Principal Secretary to the Govt. of Assam AR, TP & Public Grievances Deptt and Chairman, Board



The webinar focused on important topics viz, renewable energy in rural India and Assam, role of AERC for promotion of renewable energy, recent trends in solar energy utilisation and innovations in the renewable energy sector for sustainable development. The sessions were highly interactive and provided valuable inputs to the participating officers.

● **RTI Act, 2005**

A two day Webinar titled ‘Transparency in Administration : RTI ACT, 2005’ sponsored by Government of Assam was organised on 26th and 27th July 2021 under the Centre for Law, Justice and Human Rights. The training programme focused on the salient features of the RTI Act, its applicability, penal provisions, powers of Competent Authority and procedure of implementation.

The speakers also deliberated on the challenges faced by Government Officers in handling RTI cases and ways of handling them. References from Court Verdicts, CIC, SIC were highlighted as a part of this. Discussions were held in a free and fair manner on Legal Provisions and Interlinkages of RTI Act with other Acts like IPC, Indian Evidence Act, Whistle Blowers Protection Act, Consumer Protection Act, POSH at Work place etc. The objective was to provide clarity on the synergy amongst the Acts and enable the participants to draw inferences from famous judgements, success stories and apply the same in the practical field. On the second day of the webinar, Landmark Judgements and RTI success stories were discussed with the participants. This training programme was immensely helpful for the fifty seven participants.

of Revenue Assam interacted with the participants and resource persons during the webinar. The webinar was attended by several IAS and ACS officers of Assam working in various departments and districts.

● **Renewable Energy**



A one-day webinar on ‘Renewable Energy’ was conducted by the Centre for Innovation and Futures Studies on 11th August, 2021. Eminent speakers like Dr Dipankar Saharia, Director, TERI-North East Centre, Shri Subhas Das, IAS (Retd.), Former Chairperson, Assam Electricity Regulatory Commission, Sri M. K. Choudhury, Additional Director, Assam Energy Development Agency (AEDA) and Prof Kaustubha Mohanty, Professor, Department of Chemical Engineering, IIT, Guwahati shared their valuable insights with the participants on various relevant aspects of renewable energy.

● Information Security Management



Center for e-Governance, AASC conducted a three day Webinar on Information Security Management from 27th to 29th July, 2021.

Shri Akash Deep, IAS Commissioner and Secretary, PHE Deptt & Director, Information Technology, Electronics & Communication delivered the introductory speech.

Shri Deepak Goswami, Deputy Director General (Rtd) of National Informatics Centre spoke on Information Security Management and Data Security Strategies. Shri Biraj Das, Superintendent of Police (Communications) spoke on Basics of Cyber World & Cyber Crime and Social Media Threats and Security. Shri Lakhya Jyoti Bora, Co-Founder – Cognitive Technologies explained about Real-time Attacks in Virtual Space.

● Communication and Presentation Skills

A three (3) day webinar in the name and style of 'Communication and Presentation Skills' was organised from 13th to 15th September, 2021. It was sponsored by Department of Personnel and Training, Government of India.

There has been a paradigm shift in the way the Government and Organizations are functioning. Soft skills are given equal weightage and importance vis a vis subject related knowledge. The aim of the training programme was to bridge the soft skills gap of the Government officers for a successful career and optimum productivity at the



workfront. Thirty (30) IAS and ACS officers were audience to a stellar line of speakers. Shri Sanjeev Chopra, IAS (retd), Former Director, LBSNAA; Dr KK Dwivedi, IAS, Principal Secretary to the Government of Assam; Smti Archana Varma, IAS, Principal Secretary to the Government of Assam; Shri Arindam Roy, Founder and Editor-in-Chief, Different Truths; Shri B. P. Acharya, IAS (retd) Former Director General Dr MCR HRD Institute of Telegana; Shri Ganesh Saili, Author, Photographer, Columnist, Historian; Shri Prabhakar Vartak, Secretary of Initiatives of Change (India), Mentor and Coach; Shri Sanjib Gohain Boruah IAS (retd), Member, APSC; Shri Krishna Mohan, IAS (retd), Former Additional Chief Secretary.

● Mental Health and Wellbeing



One day Webinar on Mental Health & Wellbeing was held on 16th September, 2021 for officers of Assam Civil Service. Smti Subharata Prakash, IRS, Director, NITI Aayog, New Delhi delivered talk on 'Story of a Survivor' – A Survivor's Guide to Depression. Smti Archana Verma, IAS, Principal Secretary to the Government of

Assam, Administrative Reforms, Training, Pension & Public Grievance department spoke on "Workplace stress Management". Topic on Mental Health Awareness was covered by Dr. Sujata Borkakoty, Ayursundra, Assam. A presentation and demonstration session was conducted by Smti. Pinky Hazarika, Regional Director, North East Government Executive Programme, The Art of Living, Guwahati on 'Striking a balance: Work life Equation & Meditation to boost mental health'. Total 26 participants attended the webinar.

● **SDGs**

Two - day webinar on "Capacity Building for Field Level Officials on SDGs ", organized by the Centre for SDGs, was conducted on with the support of NIC, Assam from 30th to 31st July, 2021.

The training focused on topics such as – SDGs & Assam Agenda, 2030 : Inclusive Development, Localization & integration of SDGs at grass roots level: Formulation of GPDevelopment plan & implementation, Partnerships for SDGs: Collaborative action for improvement of welfare schemes for women & children, SDG India Index 2020-21: A brief analysis of progress and way forward.

A total of 34 participants from various government departments participated in the training.

● **Office Procedure**

One-day webinar on "Office Procedure and Cabinet Memorandum preparation", organized by the Centre for Law, Justice & Human Rights, was conducted on 13th August, 2021.

The training focussed on the Manual of Office Procedure including Filing, notings, Forms of Communication & Drafting, as well as The

Assam Rules of Executive Business and Preparation of Cabinet Memorandum.

A total of 25 participants were nominated by Personnel Department for the training. Experienced resource persons were invited to conduct the sessions.

● **e-Prastuti**

Centre for e-Governance has been conducting training courses from time to time, with faculty support from certified Master Trainers of various GOA Departments and NIC Assam State Unit team on "e-Prastuti". Considering a target group of Master Trainers for Standardisation of NIC Assam State Unit team on "e-Prastuti". Considering a target group of Master Trainers for Standardisation of Government Websites, a 3-day training course on "e-Prastuti" was conducted from 20th to 22nd September, 2021, sponsored by Department of Personnel & Training, Government of India. The training was attended by 15 participants of Government of Assam.

● **Other trainings conducted**

Conduct Rules, Discipline & Appeal Rules

6th -7th w.e.f July, 2021

Reservation in Services

w.e.f 19th -20th July, 2021

Revenue Court Procedure

w.e.f 17th -18th August, 2021

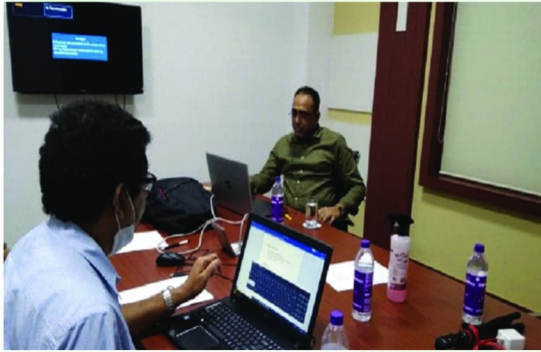
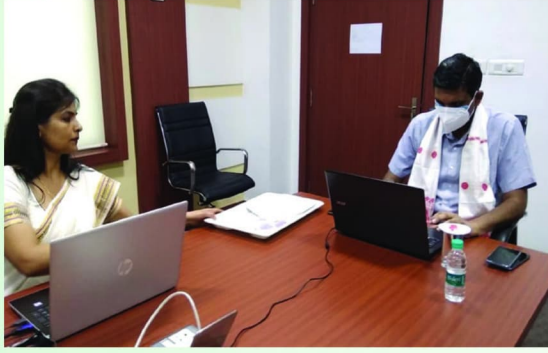
Stress Management and Meditation for Mental Health

w.e.f 12th-13th August, 2021

Knowledge of Acts, Laws, Rules and Regulations

w.e.f 1st-3rd September, 2021

PHOTO GALLERY



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