

# ASSAM ADMINISTRATIVE STAFF COLLEGE

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## Joint Induction Training for Officers of Assam Civil Service and Allied Services (2022 Batch)



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Two weeks Joint Induction Training course for newly appointed officers of Assam Civil Service & Allied Services, 2022 batch was conducted from 14th November, 2022 to 26th November, 2022.

Shri Paban Kumar Borthakur, IAS, Chief Secretary, Assam addressed the officer trainees during the inaugural function, calling upon them to dedicate themselves towards service to society with sincerity and honesty. Other distinguished speakers on the occasion included Smti Hima Das; Shri Abhishek Singh, IAS, President & CEO NeGD; MD & CEO Digital India Corporation (DIC); CEO Karmayogi Bharat; Shri Bhaskar Jyoti Mahanta, Director General of Police, Assam.

This training aimed to equip the officer trainees with the required knowledge and skills in the areas of law and legal instruments, administrative rules, guidelines and procedures relevant to their jobs, as well as to acquaint



them with the developmental priorities and policies of the government. It also aimed to equip them with an understanding of modern management tools and to inculcate the spirit of service, camaraderie and ethics among the officer trainees and initiate a process of all-round self-development. To this end, resource persons from within and outside the state with knowledge and experience in their respective fields of expertise were invited to address the officer trainees. Where required, practical hands-on sessions were incorporated in the schedule, along with field visits, and arrangements for yoga, PT, sports sessions and recreational activities in campus. Interaction with well-known personalities and senior officers were included so as to acquaint the trainees with various issues.



### NEC Plenary Meeting

70th North Eastern Council (NEC) Plenary meeting was held from 8th to 9th October, 2022 at Assam Administrative Staff College. Meeting was attended by Hon'ble Home Minister of India Shri Amit Shah, Hon'ble Chief Minister of Assam and many other VVIPs.

### Assam Public Procurement Rules, 2020; Assam Public Procurement Act, 2017 & e-Procurement

A 2-day training on "Assam Public Procurement Rules, 2020; Assam Public Procurement Act, 2017 & e-Procurement" w.e.f. 28<sup>th</sup> & 29<sup>th</sup> October, 2022 was conducted under the Centre for Financial Management. Few topics covered were - Genesis of the Assam Public Procurement Act an overview; Assam Public Procurement Rules and its Salient Features and the related Schedules; Procurement methods;

Request for Quotations (RFQ) method, Procurement of consulting services with special focus on Quality Cost Based Selection (QCBS) method; Procurement through NCB method; Procurement through NCB method; Introduction to GeM portal and Procurement modes in GeM etc. The faculties were Sri Mustaqur Rahman, OSD & Sr. Procurement Specialist, ARIAS Society and Superintending Engineer (Mechanical), PWRD, GoA.

Sri Manzil Hussain, Procurement Consultant, Assam Society for Comprehensive Financial Management System (AS-CFMS), Finance Dept. GoA; Sri Priti Ranjan Dash, Procurement & Contract Management Specialist, World Bank financed APART, ARIAS Society.

Shri Janmajit Das, Project Manager-GeM, AS-CFMS, Sri Deepankar Bhattacharjya, Chief Operating Officer, Zemidi; Shri Apurba Kr Sarma, Sr. Trainer, e-Procurement, AS-CFMS (ASPIRe), Finance Dept, GoA.



### Citizen Centric Online Grievance Handling Platform -CPGRAM



Centre for e-Governance of Assam Administrative Staff College, Guwahati conducted One-Day Course on "Citizen Centric Online Grievance Handling Platform -CPGRAM" (Centralized Public Grievance Redress and Monitoring System) for the Officials of Government of Assam on 31st October, 2022 at AASC premises,



sponsored by Government of Assam.

53 numbers of Assam Government Officials attended the said course. Resource persons were drawn from NIC, Assam. They were Mrs. Kavita Barkakoty, Sr. Technical Director, Shri Manabendra Goswami, Technical Director, Shri Anirban Chakraborty, Programmer and Shri Githartha Kalita, Programmer.

### Mid-career training of Assam Civil Service officers



The mid-career training of Assam Civil Service officers (ACS) who have completed 10 to 19 years in the service was held from 31st October to 5th November, 2022. Seventeen ACS officers attended this mandatory training. The topics covered in the training were Mind-body rejuvenation, e-office, Protocol matters for Senior Officers, Management and Administration of Externally Aided Projects in Assam, Procurement in Government of Assam, Land Acquisition Matters, Security Challenges in Assam, Government e-Market place, Preparation of Cabinet Memorandum, a Discussion on 'Ease of Doing Business in Assam', Sustainable Tourism in Assam, Orunodoi, Identifying and Handling Bottlenecks in utilization of funds for CS/ CSS schemes, and Blockchain Technology in Government. A panel discussion on Handling Court Cases: From the perspectives of Executive and Judiciary' between Shri Bibhash Chandra Modi, ACS, Joint Secretary, Women and Child Development Department and Shri D. Mazumdar, Senior Advocate and Additional Advocate General, Assam 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. The training concluded with presentations by the officers on various important relevant topics. A cultural evening was organised by the participants followed by a sumptuous dinner.

### e-Procurement

Centre for e-Governance under Assam Administrative Staff College, Guwahati conducted a 2-day training on "e-Procurement" for for the Officials of Government of Assam from 19th to 20th October 2022 at own premises, sponsored by Government of Assam. 25 numbers of Assam Government Officials attended the said training course. Resource persons were Kavita Barkakoty, Senior Technical Director, Apurba Sarma, Senior Trainer, Pranab Chakravarty, Technical Director, Deep Jyoti Saikia, TSP, Vaishali Bayan, TSP, Kaustav Tamuli Phukan, TSP of NIC Assam.



### Data Driven Decision Making



Centre for e-Governance of Assam Administrative Staff College, Guwahati conducted a couple of One-Day course on "Data Driven Decision Making" Sponsored by Govt. of Assam at Assam Administrative Staff College in collaboration with Wadhvani Institute of Technology (WITP), New Delhi. First training was held on 15th of October, 2022 and 18 nos. of ACS officers of Govt. of Assam attended the said course.

Second training was held on 17th November, 2022 and 21 numbers of Assam Government Officials from various organisations attended the said course.



Resource person for both the trainings was Shri Kamal Das, Dean, Wadhvani Institute of Technology & Policy (WITP), New Delhi-110048.



### Income Tax & GST



The Centre for Financial Management conducted one-day workshop on “Income Tax & GST” on 4th November, 2022. The topics covered were -Duties & Responsibilities of DDO's in regards to Income Tax & GST, Other relevant provisions under Income Tax Act & GST, Tax & Financial Planning and Reconditioning for Self Efficacy. The faculties were Shri Manideep Sarma, Managing Director, Pradip Tax & Investment Consultancy Pvt. Ltd.; Shri Deepankar Bhattacharjya, Chief Operating Officer, Zemidi. They delivered lectures with Power Point Presentation on the relevant topics.

### Change Management

The Centre for Innovation and Futures Studies under Assam Administrative Staff College conducted a 3-day training course on ‘Change Management’ w.e.f 28th to 30th November, 2022. The training was attended by 25 officers from various Departments / Directorates / Offices viz, APGCL, Police, Irrigation, ASTC, Agriculture, Handloom & Textiles, Labour,

Medical Education, Food Civil Supplies & Consumer Affairs, CID, Fire & Emergency Services, Employment Exchange etc as well as officers from the district administration. Sessions on relevant topics namely, change and the mind, life skills for managing change, resistance to change, change enablement, leadership & organisational change, role of communication in change management process, organisational behaviour & change management, emotional intelligence, team building challenges for change and ways of releasing and reverting stress for happy life were undertaken by eminent domain experts. The officer trainees participated in various group activities and were greatly enriched by the deliberations and interactions with the distinguished speakers.



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



One-day Symposium on “Artificial Intelligence (AI) and Internet of Things (IoT)” for the Officials of Government of Assam was conducted by Centre for e-Governance of Assam Administrative Staff College, Guwahati on 10th November, 2022 at own premises, sponsored



by Government of Assam. 53 numbers of Assam Government Officials attended the said symposium. Resource persons were drawn from NIC, Assam and New Delhi. They were Smt. Sharmistha Dasgupta, DDG & HoD, Centre of Excellence, AI, NIC Delhi, Ms. NidhiLohat Scientist B, Centre of Excellence, AI, NIC Delhi; Shri Gautam ChDev Sarma, Scientist B, Smt. Maitreyee Sharma, Scientist B, Shri Shashank Mishra, ADIO, Karimganj, Mansoor Akhtar Borbhunya, Scientist-B, Surajit Phukan, Scientist-B, National Informatics Centre, Assam.

### Budget preparation and online Budgeting

One-day workshop on “Budget preparation and online Budgeting” was conducted on 7th November, 2022 under Centre for Financial Management AASC. The topics were Budget preparation, Budget Execution, Online Budgeting, Effective personality for inclusive growth etc. The resource persons were Shri Pramod Borah, Joint Director, Finance Department, GoA; Smti Devika Mahanta, Sr. Consultant, Fin Assam; Shri Ranjan K. Boruah, Skill Trainer, North East Youth Foundation.



### Citizen Centric Service Delivery – ARTPS Platform

One-day workshop on ‘Citizen Centric Service Delivery – ARTPS Platform’ by Centre for e-Governance sponsored by Government of Assam was organized at AASC on 7th

November 2022. A total of 53 officers from various District Agriculture Offices and KrisiBhawan took part in the training. Topics such as ARTPS Citizen Centric Platform for effective implementation of the ARTPS Act, demonstration of appeal management system etc. were covered. The participants gave positive feedback about the training as they stated the training had helped sensitize them about the rights of the citizen and helped in understanding how to utilize ARTPS platform.



### Foundation Training Programme for ACS Officers of 2022 batch

The three-week Foundation Training Programme for Assam Civil Service Officers of 2022 batch commenced on 28th November, 2022. A lot of effort was put in curating the programme schedule to equip the officers with first-hand knowledge on important topics like Making of Modern Assam: Cultural, Social and Political Dimensions; An overview of the Geography of Assam; Awareness of Multi-Cultural and Linguistic Diversity of Assam; Civil Procedure Code; Relevant Provisions of the Indian Penal Code for Executive Magistrates; Powers and Functions of Executive Magistrates under CrPC; Security for keeping peace and good behaviour (Sections 107-116 and 117-123 of CrPC); Powers and Functions of Executive Magistrates under CrPC: Handling Unlawful Assembly (Sections 129-132); Powers and Functions of Executive Magistrates under CrPC:



Maintenance of Public Order and Tranquility (Sections 144, 145-148 of CrPC); Powers and Functions of Executive Magistrates under CrPC; Handling Public Nuisance (Sections 133-143 of CrPC); Urban Reforms; eOffice; Preparation of Reservation Roster; How to handle Court Cases; Revenue Administration, Disaster Management, Land Acquisition by Revenue and Disaster Management Department; Procurement in Government of Assam; Management of Externally Aided Projects; Introduction to Government eMarketplace; Introduction to Assam Financial Rules and Assam Fiscal Responsibility and Budget Management Act; Roles and Responsibilities of DDO; Introduction to DFP Rules 2022; Public-Private Partnership; Sustainable Tourism In Assam: Initiatives of Tourism Department; JalJeevan Mission; Orunodoi; POSHAN; Good Governance; Indian Tea Scenario with special focus on the Tea Industry in Assam; Assam Tea and its Challenges; Discussion on District Administration Matters; Practical problems faced by Executive Magistrates in dealing with Law and Order matters; Modules on Project Management, Contract Management, Conflict Resolution and Negotiation Skills by YASHADA, Pune; Office Procedure and Writing DO/VO letters; Bakijai Cases; Ethical and Exemplary Leadership; Prison Administration, Management and Reforms; Successful Initiative in Government-Private sector for cure of Cancer; Budget Preparation; Empathy for Civil Service officers; Lessons from the Ramayana; Construction Measurement Techniques; Interaction with Shri Biswaranjan Samal, IAS on Food Security, Public Distribution System and Paddy Procurement; Relevance of Indian Evidence Act for Executive Magistrates; Enquiry into Deaths and Conducting Inquests; Inclusive Growth of Assam; Overview of Health sector; Leadership for Civil Service officers; Practical Problems faced by Executive Magistrates in dealing with Law and Order matters; PRANAM Act; and Border Issues: Internal Security. A total of 117 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. Special interactive sessions were arranged with Laxmi Narayan Tripathi, Transgender Rights Activist; Shri Jadav Payeng, Forest Man of India; Smti Megha Darji, Energy Life Coach; Smti Seema Biswas, Film Personality; and Smti Moloya Goswami, Film Personality. Classroom sessions were complemented with field visits in the weekends and physical training in the mornings. Visit to Hajo Development Block and 4th Assam Police Battalion, Kahilipara were major attractions. The group also visited the Assam Secretariat and had an overview about the functioning of various departments under Assam Secretariat. The foundation training was well appreciated by all officer-trainees.

### Budget preparation

A workshop on “Budget preparation” was conducted on 22<sup>nd</sup> December, 2022 under Centre for Financial Management of AASC. The topics covered were Budget preparation, Budget Execution, Gender budget, grants from the Union to the States, vote on account, re-appropriation and advance from contingency fund, supplementary budget etc. The faculties were Shri Saroj Kumar Dora, AFS, Finance & Accounts Officer, Finance Department, GoA, Shri Ashim Kumar Baruah, AFS (Retd.), Financial Advisor GoA etc.





## A few of Other Events/Trainings:

- ➔ Office Procedure and Preparation of Cabinet Memorandum, 11th-12th October, 2022
- ➔ “Civic Reception” program in the honour of maiden visit of Honourable President of India Smti Droupadi Murmu to Assam was held on 13th October, 2022 at the Assam Administrative Staff College Campus.
- ➔ Two Workshops on updation of Manual of Office Procedure (MoP) on 15th and 20th October, 2022.
- ➔ Personality Development for Service Excellence, 19th- 20th October, 2022.
- ➔ Police and Magistracy Interface, 20th October, 2022.
- ➔ Reservation in Services, 2nd- 3rd November, 2022
- ➔ Sensitization Workshop on STP on 7th November, 2022.
- ➔ Online Pension Processing System – KRITAGYATA, for Nodal Officers of Pension Sewa Kendras, GoA on 29 November, 2022
- ➔ SDGs: Inclusive and Sustainable, 15th -16th December, 2022
- ➔ Resource Persons Meeting for District Training on 12th December, 2022.
- ➔ Handling law and order situation by Executive Magistrates on 17th December, 2022

# PHOTO GALLERY



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