

# ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER December, 2023



## Independence Day Celebration

76th Independence Day was celebrated with great zeal and enthusiasm on 15th August, 2023 at Assam Administrative Staff College. The celebration commenced from 7:00 AM with the hoisting of the national flag. Later honourable Director of Training Smti. Riju Gogoi, IAS addressed the audience and enlightened the officers and the staff with her words of wisdom and patriotism. She motivated all to join hands and work together towards the development of the Nation.



As per the direction from Government of India-officers and employees were asked to take 'selfies' with Diya (earthen lamp) and use for Display Picture on individual social media handles as a part of 'Meri Mitti Mera Desh' campaign for the year 2023 Independence Day celebration.

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## Accounts and Financial Rules with special ref. to FR & SR, AFR and APP Rules

As per the Annual Training calendar for the Financial Year 2023-24 the Centre for Financial Management under the Assam Administrative Staff College, Khanapara conducted a 2-day training course on “Accounts and Financial Rules with special ref. to FR & SR, AFR and APP Rules” w.e.f. 28th to 29th August, 2023. The sessions were on FR & SR, AFR 1963 with amendments, Up-to-date correction slips, latest Cash-Law, Public Procurement: APP Act, Rules, relevant part & AFRBM, Price Preference Policy and Developing Team Spirit. The resource persons were Shri N. N. Bora, AFS (Retd.) Director, Accounts & Treasuries, Assam, Shri A. K. Baruah, AFS (Retd.) Financial Advisor, Shri S. P. Nandy, IAS (Retd.) and Shri Diganta Sarma, Chief Training Consultant, ThotS n Skills, Guwahati. They delivered lectures with valuable insights, among the participants.



## Personality Development for Civil Service Officers

A Two-day training course on “Personality Development for Civil Service Officers”, Sponsored by Govt. of Assam was conducted on the 28th and 29th August, 2023. Various Interactive sessions were undertaken by domain experts on topics namely, Desirable Aspects of Civil Servants, Confidence Building Measures, Work Life Balance, Career Growth and Personal Development in Service, Time Management Skills, Holistic Health, Communication and Delivery of Service, Conflict Resolution at Workplace etc. The training was attended by 13 ACS officers from various districts. The officer trainees expressed their satisfaction at the deliberations and interactions held during the training.



## Training on “e-Office and Kritagyata” at Jorhat

A two (2) day training on “e-Office and Kritagyata” organised by Office of the Deputy Commissioner Jorhat and sponsored by Assam Administrative Staff College was held on 28th and 29th of August, 2023. A total of 52 participants from various offices in Jorhat district took part in the training. Topics such as Conversion of physical file to electronic file, electronic receipt creation, e-file creation and processing, drafting were covered during the first day of training which focused on e-Office while the second day of training which focused on Kritagyata covered topics like treatment of different types of Pension proposals. The participants were very interactive and highly appreciated the deliberations of the Resource Persons.



## 2- Day Training Course on “Assam Right to Public Service (ARTPS)”

2- Day Training Course on “Assam Right to Public Service (ARTPS)” was held at Assam Administrative Staff College, Guwahati from 1st to 2nd September, 2023. The training was organized by Centre for Law Justice & Human Rights (LJ&HR), Assam Administrative Staff College, Guwahati and is sponsored by Government of Assam. Twenty-five participants from various DC offices of Assam have attended the training.

2-day workshop on 'Assam Right to Public Service (ARTPS) Act'  
Sponsored by Government of Assam,  
w.e.f. 1<sup>st</sup> to 2<sup>nd</sup> September, 2023  
at  
Assam Administrative Staff College



Non-Formal and Adult Education, Animal Husbandry and Veterinary, State Innovation & Transformation Aayog (SITA), Agriculture, Border Protection and Development, PWD (Roads), PWD (Building), PWD (B&NH), Char Areas Development Authority, Soil Conservation, Irrigation, Elementary Education etc.

Domain experts undertook sessions on various topics namely, innovation and creativity in leadership, collaboration in an organisation, conflict management, effective communication for high team performance, emotional intelligence and feedback mechanism for good team performance. The officer trainees expressed their immense satisfaction at the deliberations and actively participated in group activities held during the training.

## Five day Master Trainer Development Training on Office Procedure, Finance & Accounts for district officials

Five day Master Trainer Development Training on "Office Procedure, Finance & Accounts for district officials", sponsored by Government of Assam was conducted at Assam Administrative Staff College, Guwahati, w.e.f. 11th to 15th September, 2023. The topics covered in the said training were - Office Procedures, Conduct Rules, Leave Rules, GeM, Assam Procurement Act etc.. A total of 44 participants from 9 districts of Assam participated in the said training. Shri S.N.Das, Joint Secretary (Retd.) Shri N.N.Bora, AFS (Retd.), Dr.Gitanjali Ghosh, Assistant Professor of Law (NLUJAA), Dr.Roshanara Begum, IAS (Retd.), Shri Deepak Kumar Sarmah, IAS (Retd.) and few other renowned speakers were invited to take sessions of the said training.

2-day training course on "Creating High Performance Team",  
Sponsored by Government of Assam,  
w.e.f. 18<sup>th</sup> - 19<sup>th</sup> September, 2023  
at  
Assam Administrative Staff College, Guwahati-22



## 1-day Training on "Accounts and Financial Rules for Capacity Building of DDOs"

As per the Annual Training calendar for the Financial Year 2023-24 the Centre for Financial Management under the Assam Administrative Staff College, Khanapara conducted a 1-day training on "Accounts and Financial Rules for Capacity Building of DDOs" on 27th September, 2023, sponsored by Government of Assam. The sessions were AFR, DFP Rules, Treasury Rules, Assam Public Procurement Rules, 2020: Overview & Critical Aspects. The faculties of the training were Shri N. N. Bora, AFS (Retd.) Director, Accounts & Treasuries, Assam, Shri A. K. Baruah, AFS (Retd.) Financial Advisor and Shri S. P. Nandy, IAS (Retd.). They provided valuable inputs with Power point Presentation for the participants on the relevant topics.

5-Day Master Trainer Development Training on Office Procedure,  
Finance & Accounts for district officials  
sponsored by Government of Assam  
w.e.f 11<sup>th</sup> to 15<sup>th</sup> September, 2023  
at  
Assam Administrative Staff College, Khanapara Guwahati-22



## High Performance Team

The Centre for Innovation and Futures Studies conducted a 2-day training course on "Creating High Performance Team" w.e.f 18th-19th September, 2023 at AASC.

The training was attended by 34 officers from various Departments/Directorates / Offices viz., ASTC, Police, Industries & Commerce, Registrar of Co-operative Societies, Handloom & Textiles,

1-day training on "Accounts and Financial Rules for Capacity building of DDOs"  
Sponsored by Government of Assam,  
On 27<sup>th</sup> September, 2023  
at  
Assam Administrative Staff College, Guwahati -22



## Climate Change and its impact

A 3-Day Training Course on "Climate Change and its impact", sponsored by DoPT, Government of India was conducted at Assam Administrative Staff College, Guwahati, w.e.f. 9th to 11th October, 2023. The topics covered in the said training were - Impact of climate change on eco-system and bio-diversity : missing links on Sustainable Development Goals (SDGs), Carbon foot prints, Natural hazards in context to North East India, Air pollution in Indian cities and the National Clean Air Programme (NCAP), Air pollution and climate impact to name a few. A total of 23 participants from various Departments participated in the said training. Dr. Arup Kumar Misra, Chairman, PCB-Assam, Dr. Kamal Kumar Tanti, Dr. Partha Jyoti Das, and faculty members from CSTEP and IIT-Guwahati few other renowned speakers were invited to take sessions of the said training.

3-Day training course on "Climate Change and its impact"  
Sponsored by State Category Training Program (DoPT)  
at  
Assam Administrative Staff College,  
w.e.f. 9th to 11th October, 2023



## Accounts and Financial Rules with special ref. to APP Rules and Budget Preparation

A two-day Training of Accounts and Financial Rules with special ref. to APP Rules and Budget Preparation was held at Assam Administrative Staff College, Guwahati on 16th & 17th October, 2023. The training was organized by Centre for Financial

Management, Assam Administrative Staff College, Guwahati and was sponsored by Government of Assam. Twenty-three participants from various Districts of Assam attended the training.

2-Day Training course on "Accounts and Financial Rules with special reference to APP Rules and Budget Preparation"  
Sponsored by Government of Assam,  
w.e.f. 16<sup>th</sup> to 17<sup>th</sup> October, 2023  
at  
Assam Administrative Staff College



## Capacity Building of officials for Planning, Implementation & Monitoring of SDGs to achieve Inclusive and Sustainable Development

A two day training on Capacity building of officials for Planning, Implementation & Monitoring of SDGs to achieve Inclusive and Sustainable Development sponsored by Govt. of Assam was held on 16th and 17th October 2023 at AASC. A total of 40 officers from various departments took part in this training. Topics such as brief introduction on SDGs, identification of relevant indicators, planning for SDGs at grassroots level, internal monitoring system to track the progress of implementation of the departmental schemes to achieve SDGs, SDG oriented Outcome Budget in Assam for inclusive and sustainable development were covered. The participants were very interactive and highly appreciated the lectures of the Resource Persons.

2-Day Training on "Capacity building of officials for Planning, Implementation & Monitoring of SDGs to achieve Inclusive and Sustainable Development"  
Sponsored by Government of Assam,  
w.e.f. 16<sup>th</sup> to 17<sup>th</sup> October, 2023  
at  
Assam Administrative Staff College



## Critical Thinking for Strategic Decision Making

A 2-day training course was conducted by the centre for Innovation and Futures Studies on Critical Thinking for Strategic Decision Making w.e.f 1st – 2nd November, 2023 at AASC. The training was attended by 38 officers from various Departments/ Directorates/ Offices viz., Labour, Assam Industrial Development Corporation, Controller of Civil Defence, Pollution Control Board, Agriculture, P&RD, Registrar of Co-operative Societies, PWD (B&NH), PWD (Building), PWD (Roads), Water Resources, PHE, Hill Areas, SCERT, Employment Exchange, Irrigation, Elementary Education etc as well as officers from the district administration.

Domain experts undertook session on various topics namely, Creative and Critical Thinking, Building a Problem Solving Culture, Decision Analysis Tools, Design Thinking for Problem Solving, Ethical Decision Making in Public Policy and Governance, Fostering Innovation & Thinking Outside the Box, and Analysing Decision Making in Complex Scenarios. The officer trainees actively interacted with the speakers and partook in various group activities held during the training.

2-day training course on "Critical Thinking for Strategic Decision Making",  
Sponsored by Govt. of Assam  
w.e.f. 1<sup>st</sup> - 2<sup>nd</sup> November, 2023  
at  
Assam Administrative Staff College, Khanapara, Guwahati-22



## e-Procurement & GeM

A two day training on "e-Procurement & GeM" sponsored by Govt. of Assam was held w.e.f. 3rd to 4th November, 2023 at Assam Administrative Staff College, Guwahati. A total of 28 officers from various departments such as Directorate of Civil Defense & Home Guards, Irrigation, Panchayat & Rural Development, Directorate of Inland Water Transport, Directorate of Tourism etc. took part in this training. Topics such as GePNIC software, tender creation, tender publishing and corrigendum publishing, financial bid opening and financial bid evaluation process, an overview of GeM, registration of primary user, procurement of goods / items,

different modes of purchase, procurement of services etc. were covered during this two day training. The participants were very interactive and highly appreciated the lectures of the resource persons.

2-Day Training on "e-Procurement and GeM"  
Sponsored by Government of Assam,  
W.e.f. 3<sup>rd</sup> to 4<sup>th</sup> November, 2023  
at  
Assam Administrative Staff College



## Training of Executive Category Officials of Assam Industrial Development Corporation Ltd.

A 3-Day Training Course on "Executive Category Officials of Assam Industrial Development Corporation Ltd.", sponsored by AIDC, Government of Assam was conducted at Assam Administrative Staff College, Guwahati, w.e.f. 8th to 10th November, 2023. The topics covered in the said training were - Office Procedures, Ethics & Values, Project Management, e-Office, Procurement etc. A total of 21 participants from AIDC participated in the said training. Dr. U.N. Bora, IAS(Retd.), Shri S.N. Das, Joint Secy. (Retd.), Shri S.P. Nandy, IAS (Retd.), Smti. Mrinali Barbara, Trainers from NIC-Assam and few other renowned speakers were invited to take sessions of the said training.

"3-day Training Course of Executive Category Officials of Assam Industrial Development Corporation Ltd."  
Sponsored by Assam Industrial Development Corporation Ltd. Government of Assam,  
w.e.f. 8<sup>th</sup> to 10<sup>th</sup> November, 2023  
at  
Assam Administrative Staff College, Guwahati -22



## Facilitation Skills

A 3 - Day training on “Facilitation Skills”, sponsored by DoPT, Govt. of India under Trainer Development Programme was conducted on 20th to 22nd November, 2023 at AASC. A total of 17 participants from different organizations/ departments viz. – Home Department, General Administration, Agriculture, Panchayat Veterinary, Public Health Engineering, Education and Administrative Reforms Training & Pension Public Grievance Department partook the training. The participants highly appreciated the lectures of the resource persons.



Smart Goals, Ensuring Employee Engagement; i) Leading by Example: Leading Change in Organizations- Adapting to Change & Being The Change; j) Emotional Intelligence: Understanding Emotional Intelligence - Emotionally Intelligent Leadership; k) The Role Of Empathy in Leadership : Why Every One Matters; l) Office Etiquettes For Leadership: Email Etiquettes, WhatsApp Etiquettes, Conversational Etiquettes and Maintaining a balanced relationship with sub-ordinates and superiors. The resource persons were Shri Pranjoy Arup Das, Educator, Consultant & Motivational Trainer; Nazrul Islam, IAS (Retd.); Prof. Mukulesh Baruah, Member Secretary, SLET Commission, Assam; Shri Bivash Modi, ACS, Director, Women & Child Development, Assam; Shri Prabir Kumar Dutta, ACS, Principal, ASSTC; Mrs. Smarita Sen Sharma, Life Mentor, Motivational Counselor, Coach and Trainer; Shri Deepankar Bhattacharjya Chief Operating Officer, Zemidi; Dr. Karabi Goswami, Assistant Professor, Assam Institute of Management; Shri Deba Prasad Misra, IAS, Secretary, Home & Political Dept., Assam and Shri Pankaj Chakraborty, ACS, Director ITFC.

## Leadership & Team Building

A 3-Day training course on “Leadership & Team Building” was conducted w.e.f. 28th to 30th November, 2023 at AASC. The training was sponsored by DoPT, Government of India. The 12 sessions that were held are as follows – a) Introduction to Leadership: Leadership Styles and Approaches: Understanding the Role of Leadership in Civil Service; b) Building Effective Teams: Characteristics of High-Performing Teams - Team Dynamics and Communication: Inspiring and Motivating Teams; c) Leadership Challenges in the Civil Service – The Question of Ethical Leadership, Ethics and Integrity in Civil Service Leadership, Building a Culture of Accountability; d) Communication Skills for Leadership: Effective Communication Strategies for Building Trust and Rapport, Developing Active Listening Skills: Handling Difficult Conversations: Providing Constructive Feedback; e) Decision-Making in Civil Service: Decision-Making Models, Ethical Decision Making, Crisis Management and Decision-Making, Leading in High-Stress Environments; f) Understanding and Managing Conflict – Conflict Resolution Strategies, Building Collaborative Terms, Building Consensus in Teams; g) Inclusive Leadership: Embracing Diversity in Teams: Handling Cultural Differences; h) Motivational Theories and Techniques: Setting and Achieving



## Office Procedure, Accounts & Financial Rules

A DoPT, Government of India sponsored training was organised at AASC on “Office Procedure, Accounts & Financial Rules” w.e.f. 27th to 29th December, 2023. The topics covered were Conduct Rules, Discipline and Appeal Rules, Departmental Enquiry & Proceedings-Penalty & Suspension, Fundamental Rules and Subsidiary Rules, Office Procedure: Noting, Drafting & Office Communication, Role of DDO; Assam Financial Rules, Treasury Rules, Assam Fiscal Responsibility and Budget Management Act, 2005, Delegation of Financial Powers, Assam Procurement Act 2017 & Rules 2020, Leave Rules and GeM. The prominent resource persons were Smti Nandita Hazarika, ACS (Retd.), Shri Satyendra Nath Das, Joint Secretary (Retd.), Shri Ashim Kumar Baruah, AFS (Retd.), Shri Narendra Nath Bora, AFS (Retd.), Shri Manzil Hussain, Procurement Consultant, AS-CFMS,

Shri Janardan Misra, AFS (R etd.) and Shri Arindam Pachani, Additional Project Manager-GeM, AS-CFMS. They provided valuable information along with power point presentation to the participants on the relevant topics.

3-day training course on "Office Procedure, Accounts & Financial Rules",  
Sponsored by DoPT, Government of India,  
w.e.f. 27<sup>th</sup> - 29<sup>th</sup> December, 2023  
at  
Assam Administrative Staff College, Guwahati -22



## 3-day Training Programme on "Court Procedure & Preparation of Para-wise Comment", from 28th to 30th December, 2023.

A 3-day training programme on "Court Procedure & Preparation of Para-wise Comment" was held at Assam Administrative Staff College, Guwahati from 28th to 30th December, 2023. The training was organized by Assam Administrative Staff College, Guwahati and sponsored by DoPT, Govt. of India. A total of twenty-three (23) participants from various Directorates of Assam and Personnel Department have attended this training. Various topics were discussed during the programme viz. Courts and Tribunals: Differences, Mechanism for Dispute Resolution, Structure of Judiciary in India: The Linkages Between Lower Courts and Administration, Administrative Law and Natural Justice: Law Making Process, Difference Between Act/Rule/OM/Office Orders, Procedures followed in Indian Courts with reference to Initiation and Disposal of Cases & Appeal and Review Procedure of Cases, Preparation of Para wise Comments, Different forms of Court Cases and their relevance to Administration, How to read and understand Court Orders, The importance of adhering to deadlines, Overview of Contempt of Courts Act 1971: Procedure and

Situations as to when contempt proceedings are drawn up against Government Officers and Protection for Government Officers, Important Administrative-Legal Terminologies and their relevance, and How to present yourself in a Judicial Hearing: Etiquettes and Protocol etc.

3-day training programme on  
"COURT PROCEDURE & PREPARATION OF PARA-WISE COMMENT",  
Sponsored by DoPT, Government of India,  
held from 28<sup>th</sup> to 30<sup>th</sup> December, 2023  
at  
Assam Administrative Staff College, Guwahati -22



## A few of other trainings that were conducted :

1. Solid Waste Management- 4th to 5th August, 2023.
2. Workshop on Pension Rules, Commutation Rules, 1965, NPS - 31st August, 2023.
3. Five numbers of training on e-office & Kritagyata at districts by Master Trainers-At Tezpur, Bongaigaon, Kokrajhar, Silchar and Dibrugarh.
4. Three numbers of 3-day training for officers of Industries & Commerce & PE Deptt. on Sustainable Development Goals.
5. Two numbers of 5-day training for officers of Industries & Commerce & PE Deptt. on Office Procedure and Finance & Accounts.
6. Application of AI and IoT in Govt.- 5th October, 2023.
7. Magistracy for ACS Officers- 16th to 17th October, 2023.
8. Green Economy- 30th to 31st October, 2023
9. 1-week Mid Career Training for ACS Officers (10 years seniority)- 6th to 10th November, 2023.
10. 2-day Training on "APP Act & Rules, E-Tendering, e-procurement & GeM" for Officers and Officials of AASC- 7th to 8th December, 2023.
11. Two numbers of training on e-procurement and GeM.
12. Training on e-office- 21st to 22nd August, 2023.

# PHOTO GALLERY



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