

ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER July, 2023



Orientation Programme for IAS Probationers (2022 Batch) of Assam-Meghalaya Cadre

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Orientation Programme for IAS Probationers (2022 Batch) of Assam-Meghalaya Cadre, sponsored by Government of Assam, was conducted at Assam Administrative Staff College, Guwahati w.e.f. 25th May to 7th June, 2023. A total of 6 IAS Probationers attended the said training.

Topics like History of Assam: The Ahom Era and The Colonial Period, Geography of Assam: Locational and Physical Profile and Population and Socio-Economic Profile, Overview of Police Administration in Assam, Overview of Assam Fiscal Responsibility and Budget Management Act, Administrative Structure of the Sixth Schedule Areas in Assam, Introduction of Finance Department, Assam; Food, Civil Supplies &

Consumer Affairs Department, Assam; Health & Family Welfare Department, Assam; School Education & Higher Education Departments, Assam; ARTPPG Department, Assam; Revenue & Disaster Management Department, Assam; Public Health Engineering Department, Assam; Agriculture & Horticulture Department, Assam; Skill, Employment & Entrepreneurship Department, Assam; Social Justice & Empowerment Department, Assam; Panchayat & Rural Development Department, Assam and their Flagship Programmes and New Initiatives, Forest & Environment in Assam: Issues and Challenges, Industrial Development in Assam, Ease of Doing Business, Ease of Living, Smart City etc., Externally Aided Projects in Assam, Overview of the Tea Industry in Assam, Urban Local Bodies: Administrative Structure, Functions and Challenges, etc. were discussed during the training.

The group also made a courtesy call on the Hon'ble Governor of Assam.

Civil Service Day



Civil Services Day 2023 was organized by Administrative Reforms, Training, Pension and Public Grievances Department in collaboration with Assam Administrative Staff College (AASC) on 21st April, 2023. It was sponsored by Government of Assam. Senior Officers of Government of Assam were invited to the event and a total of 79 participants from various government departments attended.

The programme commenced with state anthem followed by felicitation of the dignitaries and lighting of Ceremonial Lamp by Shri Paban Kumar Borthakur, IAS, Chief Secretary to the Government of Assam along with other dignitaries.

Organizational Culture and Change Management



The Centre for Innovation and Futures Studies under Assam Administrative Staff College conducted a 2-day training course on 'Organizational Culture and Change Management' w.e.f. 15th -16th May, 2023. The training was attended by 24 officers from various Departments / Directorates / Offices viz. Controller of Civil Defense, Technical Education, Industries & Commerce, Police, Cultural Affairs, Elementary Education, Employment Exchange, Fisheries, Cooperative Societies, Border Protection and Development, ASTC, State Innovation & Transformation Aayog etc.

The training focused on topics such as organizational culture, resistance to change, life skills for managing change, leadership and organizational change, role of communication in change management process, creative problem solving and organizational behaviour and change management. The officer trainees partook in various group activities and were greatly enriched by the deliberations and interactions held during the training.

Training on Orientation in Planning, Implementation and Monitoring of Govt. Programmes to achieve SDG goals

A two-day training on "Orientation in Planning, Implementation and Monitoring of Govt. Programmes to achieve SDG goals 1, 10, 13 and 15" sponsored by GoA was organized w.e.f. 22nd to 23rd May, 2023 at Assam Administrative Staff College. A total of 20 participants from various departments / directorates / organizations like Environment & Forest, Agriculture, Soil Conservation, Assam Science Technology & Environment Council,



Sericulture etc. took part in the training. The topics discussed ranged from a brief introductory discussion on SDG goals, targets and indicators at various levels to identification of SDG India Index indicators relating to Environment & Forest and Disaster Management sectors to Identification of Departmental Schemes directly connected to the identified NIF/SDG Index indicators and establishing convergence for implementation at grass root level etc. The participants also highly appreciated the interactive session with distinguished visiting faculty member Shri Ranjan Chatterjee, IAS(Retd), Former Chief Secretary, Meghalaya and Former Expert Member, National Green Tribunal in which the need to balance environmental and development concerns was stressed upon.

One Day Training on "CPGRAMS & Kritagyata"



A couple of One Day Training on CPGRAMS & Kritagyata (Pension Sanction and Payment Tracking System) sponsored by Govt. of Assam were conducted at Assam Administrative Staff College on 1st June and 15th July, 2023.

A total of 28 (twenty eight) participants from Directorate of Agriculture, Animal Husbandry & Veterinary, Food Civil Supplies & Consumer Affairs, Transport, Hill Areas, Excise, Sainik Welfare, Inland water Transport, Panchayat &



Rural Development, PWD etc. have attended the first training course.

A total of 59 (Fifty nine) participants from Department of Chief Minister Secretariat, Agriculture, Finance, GAD, GDD, Health & Family Welfare, Higher Education, Hills Area Dev, Labour & Employment, Minorities Welfare & Development, Panchayat & Rural Development, Personal(A), Personal(B), Transformation & Development, Political, Power, Co-operation, Cultural Affairs, Environment and Forest, Sports and Youth Welfare, Science & Technology, Revenue and Disaster, Public Health Engineering, Welfare Plain Tribes and Backward Classes, Urban Development etc. have attended the second training course. Resource persons were from National Informatics Centre (NIC) Govt. of India.

Innovation and Design Thinking



A 2-day training course on 'Design Thinking and Innovation' was conducted by the Centre for Innovation and Futures Studies w.e.f 7th-8th June, 2023 at AASC. The training was attended by 36 officers from various Departments / Directorates / Offices viz. ASTC, Controller of Civil Defense, Fire & Emergency Services, Home Guards, Co-operative Societies, Labour, Social Welfare, Fisheries, PWD (Building), Water Resources, Taxes, Irrigation, ASRLM etc as well as ACS officers from various districts.

Various sessions were undertaken by domain experts on topics namely, developing a design thinking mindset for innovation, innovation for change management, design thinking for innovation, empathy as a human centered approach to design thinking techniques, creative problem solving through design thinking, collaboration and design thinking and design thinking in policy making. The officer trainees expressed their satisfaction at the deliberations and interactions held during the training.

Training of Newly Recruited Multi-Tasking Staff (MTS)



Two days Orientation Training for Newly Recruited Multi-Tasking Staff (MTS) was held at Assam Administrative Staff College, Guwahati on 8th & 9th June, 2023, sponsored by Government of Assam. Twenty three (23) participants from Assam Administrative Staff College and Directorate of Pensions have attended the training. Various topics related to Roles & Responsibilities of MTS, Introduction to ARTPPG Department, Over view of Directorate of Training & Directorate of Pensions, Office etiquettes, Conduct Rules, New Pension Scheme, Diarisation & Dispatch using e-Office, Leave Rules etc. were taken at sessions. Feedback from participants were also taken.

Budget Preparation and Online Budgeting

A One-day training on “Budget Preparation and online budgeting” sponsored by GoA was organized On 12th June, 2023 at Assam Administrative Staff College.

A total of 37 participants from various departments / directorates / organizations like Assam State Agricultural Marketing Board,



Agriculture, The Registrar of Cooperative Societies, Assam, Axom Sarba Siksha Abhiyan Mission, The Principal Chief Conservator of Forest & Head of Forest Force, The Chief Executive Officer, Handloom & Textiles, Sericulture, National Health Mission, Higher Education, RUSA, State Institute of Panchayat and Rural Development etc. took part in the training. The topics discussed ranged from a brief Budget Preparation, Budget Execution, Online Budgeting etc. The participants also highly appreciated the interactive session with distinguished visiting faculty member Shri Pramod Borah, Joint Director, Smti Rashmi Barua, Sr. Consultant and Smti Devika Mahanta, Sr. Consultant. The officer trainees expressed their satisfaction at the deliberations and interactions held during the training.

ToT Course (Master Trainer Development) on e-Office & Kritagyata at AASC for district officials



Two numbers of Three-day Training of Trainers Courses (Master Trainer Development) on ‘e-Office & Kritagyata’ for district officials was held at Assam Administrative Staff College, Guwahati on 19th to 21st June and 26th to 28th June, 2023. The trainings were organized by Centre for e-Governance, Assam Administrative Staff College, Guwahati and were sponsored by



Government of Assam. Resource persons were from GAD, Assam for e-Office and NIC, Assam for Kritagyata.

Thirty-three participants from Kamrup, Darrang, Morigaon, Nalbari, Chirang, Goalpara, Dhubri, Barpeta, Udalguri, Bongaigaon, Kokrajhar and Baksa Districts of Assam have attended the first training.

Thirty-nine participants from Kamrup(M), Sivasagar, South Salmara, Cachar, Majuli, Lakhimpur, Charaideo, Dibrugarh, Sonitpur, Dhemaji, Jorhat and Golaghat, Districts of Assam have attended the second training.

2-Day Training on 'Reservation in Services'



A 2-Day Training on 'Reservation in Services' was held at AASC on 27th and 28th June, 2023, which was organized by Centre for Law, Justice & Human Rights (LJ&HR), Assam Administrative Staff College, Guwahati under sponsorship of Government of Assam.

Various sessions were undertaken by domain experts on topics namely- Reservation, SC/ST categories, The Assam SC, ST (Reservation of posts in services) act 1978, as amended in 2012, 2021 and Rules thereof, The Assam district wise population pattern reflection (in services in Class III/IV posts) Act 1994, Relaxations, concessions, exemptions, ZOC, Forest dweller Act, 2006, Exercise on de reservation proposal, Hands on preparation of post based roster in department and Work-Life Balance. Fifty-Nine (59) participants from several Department/Directorates/ District of Assam had attended the training.

Cabinet Memorandum and e-Cabinet



A one-day workshop on 'Cabinet Memorandum and e-Cabinet' was organized by the Centre for Law, Justice & Human Rights under Assam Administrative Staff College on 30th June 2023.

35 ACS officers from 1995 to 2017 batch attended the workshop.

The workshop focused on topics namely, preparation of Cabinet Memorandum, issues faced in preparation of Cabinet Memorandum and checklist to avoid common mistakes, features of e-Cabinet, workflow of e-Cabinet etc. The officers partook in practical sessions on e-cabinet and found the workshop very useful.

Workshop on PFMS and Fin Assam



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 one-day workshop on "PFMS and Fin Assam" was held on 30th June, 2023, sponsored by Government of Assam.

The faculties were Shri Prakash Kumar Acharya, Assistant Accounts Officer, SD, PFMS, Assam, Shri Rahul Sarkar and Md. Ruhul Amin, Technical Operator, Fin-Assam. They provided valuable inputs with Power point Presentation to the participants on the relevant topics.

Training course on Rainwater Harvesting



A 2-day training course on 'Rainwater Harvesting' was conducted by the Centre for Innovation and Futures Studies w.e.f 10th -11th July, 2023 at AASC. The training dwelt on topics namely, policy framework of Government of Assam w.r.t. rainwater harvesting, circular economy of water towards achieving Sustainable Development Goal, water literacy and communication for community mobilization and engagement, identification of suitable sites for rainwater harvesting structures through application of remote sensing and GIS for efficient water management, urban and rural rainwater harvesting systems, traditional methods of rainwater harvesting in India, with special reference to North East India and rainwater harvesting in the context of the changing climate regime.

The training was attended by 27 officers from various Departments/Directorates / Offices viz. BIET, Prisons, Soil Conservation, Agriculture, SCERT, AIDC, PHE, Town & Country Planning, ASTC, Irrigation etc. The officer trainees expressed their satisfaction at the deliberations held with the eminent speakers and domain experts on rainwater harvesting.

Two-day Training on "Capacity Building for Field Level Officials in Planning, Implementation & Monitoring of Govt. Programmes to Achieve SDG Goals 6,7,8 & 9"

Two-day training on "Capacity building for field level officials in planning Implementation & Monitoring of Govt. Programmes to achieve SDG goals 6, 7, 8 & 9" sponsored by GoA was organized w.e.f. 10th to 11th July, 2023, at Assam Administrative Staff College.

A total of 23 participants from various



departments / directorates / organizations like Information Technology, Electronics & Communication, Public Health Engineering (Water), Assam Road Research and Training Institute, and Science and Technology etc. took part in the training. The topics discussed ranged from a brief introductory discussion on National Indicator Framework/SIF/ SDG India Index indicators and identification of relevant indicators relating to SDG 6,7,8,& 9 & Identification of Departmental schemes directly connected to the identified NIF/SDG Index indicators and their performances. The participants highly appreciated the interactive sessions with distinguished faculty members.

One-day workshop on 'Data Driven Decision making' in collaboration with WADHWANI Foundation, New Delhi



One-day workshop on 'Data Driven Decision Making' in collaboration with WADHWANI Foundation, New Delhi was conducted at Assam Administrative Staff College, Guwahati on 24th July, 2023. The workshop was organized by Centre for e-Governance, AASC and is sponsored by Government of Assam.

Various sessions were undertaken by domain experts Shri Murthy Adivi and Shri Munna Kumar of WADHWANI Foundation, on topics such as- Overview of Data Driven Decision Making and Survey of Visualization tools (Excel,

Power BI, Tableau), Tableau hands on- Basic Visualizations, Creating Maps, Introduction to Tableau Dashboards etc. Twenty (20) participants from various organizations of Government of Assam have attended the workshop.

Magistracy for ACS Officers



The Centre for Law, Justice and Human Rights under Assam Administrative Staff College conducted a 2-day training on 'Magistracy for ACS Officers' w.e.f. 24-25 July, 2023. 34 ACS officers belonging to 2021 and 2022 batches attended the training.

Senior bureaucrats along with domain expert undertook sessions on various relevant topics namely, powers and functions of Executive Magistrate as per provisions of Criminal Procedure Code and Civil Procedure Code, procedures / proceedings w.r.t. court of Executive Magistrate, drafting orders, enquiry, inquest and dying declaration, Protection of Human Rights Act, 1993, law and order administration by Executive Magistrate and Police & Magistracy interface. The officers clarified their doubts by extensively interacting with the eminent speakers and found the training very useful.

2-day training on 'Information Security Management'

2-day training on 'Information Security Management' was held at Assam Administrative Staff College, Guwahati on 31st July and 1st August, 2023. The training was organized by Centre for e-Governance, Assam Administrative Staff College, Guwahati and is sponsored by Government of Assam. Various sessions were undertaken by domain expert on topics namely, Cyber Security Fundamentals, Cyber Threat Landscape, Personal Cyber Security, Social Media Safety, Online Identity Theft, Cyber



Security and Children, Phishing Awareness, Password and Authentication Best Practices, Mobile Device Security, Data Privacy, Online Shopping and Financial Transactions and Cyber Security and Remote Work. Fifty one (51) participants from various HoD/ Directorates of Assam have attended the training. Mr. Lakhya J Bora, Co-founder & Director, Cognitive Technologies was the resource person for the said training.

A few of other trainings conducted:

1. Conduct Rules, Discipline & Appeal Rules- 8th to 9th May, 2023
2. Training on Assam Financial Rules- 22nd to 23rd May, 2023
3. Two numbers of 5-day training for officers of Industries & Commerce Deptt.- 12th to 16th June, 2023 and 10th to 14th July, 2023
4. Assam Darshan for IAS Probationers of Assam-Meghalaya Cadre 2022 batch- 8th to 21st June, 2023
5. Training on Delegation of Financial Power (DFP) Rules- 5th July, 2023
6. 3-day training for officers of Industries & Commerce Deptt.- 5th to 7th July, 2023
7. Three numbers of training on e-Office- 17th to 18th May, 2023; 12th to 13th June, 2023 and 3rd to 4th July, 2023
8. Workshop on Reservation & Roster preparation - 15th July, 2023
9. Training on e-Office & Kritagyata at district by Master Trainers at Kamrup district- 17th to 18th July, 2023
10. Training on enquiry report writing and Cabinet Memo writing (for ACS officers)- 28th July, 2023
11. Training on e-Office & Kritagyata at district by Master Trainers at Goalpara district- 24th to 25th July, 2023
12. Good Governance- Right to Information- 31st July to 1st August, 2023

PHOTO GALLERY



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