

ASSAM ADMINISTRATIVE STAFF COLLEGE

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Orientation Training for IAS (P)



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Online training of eight IAS probationers of 2019 batch of Assam Meghalaya cadre, as mandated by the Administrative Reforms & Training Department, Government of Assam, was conducted from 29th May, 2020 to 5th June, 2020. This was the first online training in Assam Administrative Staff College owing to the COVID 19 pandemic. The participants were unable to attend classroom sessions as they were on home quarantine after their arrival from LBSNAA, Mussoorie.

The main thrust of this training was to acquaint the trainee officers with the history, geography and culture of Assam. Due to the pandemic they could not be taken on field trips this time, but the online sessions provided important inputs to them about the state of Assam.

A few sessions were conducted by senior bureaucrats of the Government of Assam . Shri Jishnu Barua, IAS, Additional Chief Secretary, Home & Political, Revenue & DM Deptts ; Shri Niraj Verma, IAS, Principal Secretary, Personnel & AR&T Deptts; Shri Sanjay Lohiya, IAS, Principal Secretary to Chief Minister, Assam,; Sri Samir Kr. Sinha, IAS, Principal Secretary, Health & Family Welfare, Finance Deptts, Sri Kuladhar Saikia, IPS (retd) former DGP, Assam, took sessions, as well as historians and trainers of repute such as Smti Priyam Goswami, Retd HOD, Department of History, Gauhati University, Sri Abhijit Barooah, reputed entrepreneur of Assam, Sri Abhijit Sarmah of IIBM etc.

Leadership Skills, Creativity and Motivation



A training on 'Leadership skills, Creativity and Motivation' sponsored by Government of Assam was conducted from 5th-6th November, 2020. Middle level officers from District administration and various departments such as Agriculture Department, Directorate of Employment, Directorate of Sericulture, Directorate of Handloom & Textiles, Directorate of Fisheries, Office of the Chief Engineers from PHE, PWD(Electrical), Guwahati Metropolitan Development Authority, Guwahati Smart City Ltd., Urban Water and Sewerage Board, Assam Police Radio Organisation, Barak Valley Engineering College etc. took part in the training.

Shri Anjan Chowdhury, Founder Skillfinity, Guwahati conducted the two days training in an interactive manner. Topics such as essence of leadership, inculcating leadership skills, motivation and attitude crafting, team building for productive outputs, managing stress and conflict at workplace, etiquette and anchoring emotions, etc. were covered with active participation.

Accounts and Financial Rules



A training course on 'Accounts and Financial Rules with special reference to FR&SR, AFR and Budget' was held from 9th - 10th November, 2020. This training was organized by the Center for Financial Management of this institute.

The training envisaged imparting of knowledge and skill to the participants in the field of service related regulatory mechanisms built up within the system. Fundamental Rules, budgets, public finance management system, Assam Financial Rules and Goods and Services Tax along with topics like Disciplinary Proceedings and Appeals, Revenue deposits etc, were some of the subjects requiring an in-depth study ,which were taken up as core subjects of the training.

A total of seven identifiable objectives were picked up for the training. The feedback received from the trainees at the end showed that they had immense value addition to their knowledge - base in the

areas covered by the topics, which is a welcome outcome of the entire exercise implemented during the current phase of the trainings.

e-Prastuti



Centre for e-Governance, Assam Administrative Staff College, conducted a 2-day training course on 'e-Prastuti-Standardisation of Government Websites' from 21st to 22nd September, 2020.

The training was attended by 18 participants from: A.R & T Dept, P&RD Dept, Finance Dept, Sericulture Dept, Animal Husbandry and Veterinary Dept, etc. Resource persons were from National Informatics Centre, Assam.

Innovation Culture



A training course on 'Innovation Culture' was organised by the Centre for Innovation and Futures Studies from 14th-15th September, 2020. 16 officers from departments/offices namely, ASTC, PHE, SCERT, Elementary Education, Assam State Warehousing Corporation, Sericulture,

City Police Commissionerate, Controller of Civil Defence, Registrar of Co-operative Societies, etc participated in the course.

The training focussed on topics like mind and innovation, enhancing self-effectiveness through life skills for innovation, creativity and collaboration, building a culture of innovation, creative and critical thinking, communication for enhancing positive attitude at workplace and creativity as the tool for innovative leadership.

The deliberations were appreciated by the participants and all expressed their desire to participate in the next training on innovation.

Observance of social distancing, use of sanitizer, wearing of masks and other COVID related protocols, as prescribed by relevant authorities, was followed by the participants during the training course.

Disaster Management



A training course on 'Disaster Management' sponsored by the DoPT, Government of India, was held from 14th to 16th October, 2020. The objective of the training was to sensitize the trainee officers from the districts and directorates about the background of Disaster Management and the various methodology associated with it to ensure that at the end of the training they can take away the knowledge and skills associated with the subject with the latest inputs by experts.

The training covered a large number of topics within the broader subject above. There were at least ten objectives that were incorporated in the training schedule

incorporated in the training schedule spanning over three days. Some of the more relevant and challenging topics were : Incorporation of the emerging issues while finalizing the DM Plan by the districts, importance of flood resilient structures and the importance of a GIS based support system, issues like climate change, sustainable livelihoods and child protection during disasters, psychological and social dimension of disaster management , need for integration of rural development flagship programs with disaster management and co-ordinated approach amongst various organs of the administration for tackling disasters, etc.

Resource Persons, including senior officers of Assam Administrative Staff College , imparted value- added and excellent training to the participants, who were definitely benefited in terms of enhanced knowledge and skill acquired during the training.

Three meaningful action areas as 'Activity topics' were allocated to the trainees as 'group activity' was a real success as revealed by the presentations made at the end of the training .The feed-back session at the end of the training witnessed a positive interaction from the trainees.

A total of 59 officers participated in the training.

Reservation In Services



A training on 'Reservation in Services: Laws and procedure, Litigations and

Constitutional amendments & how to defend cases' was conducted by the Centre for Law, Justice & Human Rights from 10th -11th September, 2020. Participants were given theoretical as well as hands on training regarding preparation of roster registers, and how reservations are made in services during initial appointment as well as on promotion, constitutional provisions for reservation and litigations arising due to reservation in service. The sessions were taken by officers from Assam Civil Service such as Sri Debajyoti Dutta, ACS, Addl. Secretary to the Govt. of Assam; Smt. Swapna Dutta Deka, ACS, Addl Secretary to the Govt. of Assam, Sri HR Nath, Associate Professor, NLUJAA; Sri TM Sarma, ACS (retd). Altogether 12 participants undertook the training.

Decision Making



Training course on "Decision Making for Effective Leadership", from Centre for OD&L, sponsored by Govt. of Assam was conducted from 01st to 02nd September, 2020. A total of 13 participants from various departments of Govt. of Assam such as-Panchayat & Rural Development Deptt., Guwahati Municipal Corporation, Soil Conservation Deptt., Sericulture, Pollution Control Board etc.. participated in the said training. Recognised Trainers - Shri.Sanjay Kedia ; Smti.Mrinali Barbara and Shri Deepankar Bhattacharjya conducted sessions in the said training.

Managing Self and Others



A one-day workshop on 'Managing Self and Others for Enhanced Performance' was conducted on 16th October, 2020.

The workshop provided valuable insights to the participants on mindset crafting and on anchoring emotions with special reference to IQ, EQ, SQ and AQ. It deliberated on anger management blended with conflict and stress issues at work besides defining role ownership and motivation for managing self and others. The workshop also focused on managing self for better and brighter workmanship ability.

Officers from various Directorates / Offices viz, Social Welfare, Health Services, Sericulture, APRO, Employment & Craftsman Training, Home Guards ,etc. attended the workshop. They also partook in various group activities and garnered important learning points during the workshop.

Revenue Court Procedure



A training on 'Revenue Court Procedure' sponsored by the Government of Assam was conducted by the Centre for Law, Justice & Human Rights from 14th – 15th September, 2020. Officers of the Assam Civil Service as well as Assam Land and Revenue Service participated in this training. The training mainly emphasised on matters relating to revenue administration, as to how revenue courts, which are quasi-judicial in nature, function. The participants were also given insights on Assam Land and Revenue Regulation, Land Records, Board of Revenue and its functions and ILRMS software which is presently being used in carrying out revenue functions in revenue circles as well as offices of the Deputy Commissioners.

The training was attended by 12 participants.

Trainings on SDGs



A day long training on 'State Indicator Framework & District Indicator Framework' was conducted on 3rd September, 2020. This training was a way for mid-level functionaries to understand the institutional framework for implementation of Sustainable Development Goals in Assam.

The document *State Indicator framework & District Indicator Framework for NE States* was release during the conclave on Sustainable Development Goals held from 24-26 February, 2020 in Assam Administrative Staff College. The conclave was organized by NITI Aayog in

collaboration with Tata Trusts, NEC & Government of Assam. This training also touched upon some of the key takeaways from that conclave.

A training on “Implementation & Monitoring of SDGs” was held from 5th-6th November, 2020 where resource persons from OKDISC, UNICEF, T & D Department, SIPRD as well as consultants on SDG interacted with the participants. Topics discussed included SDGs and Assam Agenda 2030, an overview of the Assam Human Development Report in the context of SDGs, Resource mapping and partnerships to ensure “no one is left behind”. Emphasis was also laid on localization and integration of SDGs in planning and implementation, tools to identify district and Gaon Panchayat priorities. Monitoring of SDGs implementation was also discussed, with state and district indicators as well as the Aspirational Districts indicators and its correlation to SDGs.

Critical Thinking and Innovation



A training course on ‘Critical Thinking and Innovation’ was held from 9th-10th November, 2020.

The training provided valuable insights on mind management, life skills for innovation, creative problem solving, idea generation tools to aid creativity at workplace, creative and critical thinking and emotional intelligence. The training also incorporated a

session on the role of creativity and innovation for effective decision making.

19 officers from various Directorates / Offices viz, Agriculture, Public Works, Assam Police Housing Corporation, Sericulture, Assam Public Service Commission, Secondary Education, Assam State Transport Corporation, Handloom & Textiles, Welfare of Scheduled Caste Tribe etc attended the training course. The trainee officers also participated enthusiastically in various group activities conducted during the training.

Consumer Protection



A one day ‘Awareness Program on Consumer Protection’ was conducted on 15th October, 2020. Altogether 17 participants from various departments participated in the training. In this training, the participants were given insights on the Consumer Protection Act and the rights of the consumers under the Act, concept of medical negligence, public distribution system, etc.

Concept Of Law, Justice And Equity

A training on ‘Concept of Law, Justice & Equity: cases by and against Government and its defence’ was conducted by the Centre for Law, Justice & Human Rights from 17th -18th August, 2020. The training was conducted online due to the pandemic, and despite some constraints, the resource

persons deliberated at length on how to handle court cases, how to write para wise comments, etc.

The training was attended by 12 participants and the sessions were conducted by Sri TM Sarma, ACS (retd), former consultant at the Centre for Law, Justice and Human Rights and Sri Bibhash Pathak, Advocate, Gauhati High Court who has wide experience in the field of service laws.

Reservation in Govt. Service



Two day training course on 'Reservation in Govt. Service' was conducted from 12th - 13th October, 2020.

A total of 15 participants from various departments of Govt. of Assam such as-GMCH, Labour Deptt., GMDA, Printing & Stationery Deptt., etc. participated in the said training. Recognised Trainers from the Govt. of Assam - Shri.Jadav Saikia, ACS, Shri. Debajyoti Dutta, ACS and Smti.Binita Pegu, IAS conducted sessions in the said training.

Sustaining Motivation

A training course on 'Sustaining Motivation for better results in the Workplace' was held from 2nd - 3rd November, 2020 with participants drawn from the various districts and directorates.

The objective of this training comprised of knowledge and skill required for sustaining motivation to garner better results in the work place coupled with the training for an effective leadership role wherever needed.



The various topics covered included motivation as a tool, psychological need system, developing interpersonal competence and leadership skills etc. The training was a success as revealed by the trainees at the feed-back session.

e-Governance Project Life Cycle

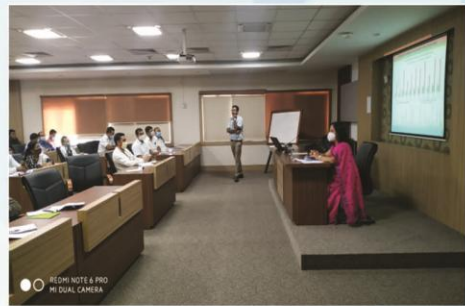


An online training on 'e-Governance Project Life Cycle (eGLC)' was conducted by the Centre for e-Governance from 1st to 3rd September, 2020.

The training was attended by 13 participants from: Directorate of Sericulture, Assam Science Technology and Environment Council, K. K. Handique State Open University, Assam Institute of Research for Tribals and Scheduled Castes ,etc.

Eminent resource person and training consultant of National Institute for Smart Government (NISG) Shri B. G. Gupta conducted the training sessions online from New Delhi.

PHOTO GALLERY



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