

ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER September, 2022



In this Issue

1. Civil Services Day 2022
2. Induction Training for officers of Industries & Commerce & PE Department
2. Citizen Centric Service Delivery – ARTPS Platform
2. Administrative Reforms
3. Motivation and Mental Health
3. Disaster Management
4. Office Procedure and Management
4. Capacity building for field level officials on SDGs
4. Innovation for Results
5. Citizen Centric Online Grievance Handling Platform - CPGRAM
5. Trainer Development Program on Direct Trainer Skills & Design of Training
5. Reservation in Services
6. DFPR 1999, AMAR 2008, GIS 1983, GPF & NPS
6. Conduct Rules, Discipline and Appeal Rules
6. Digital Transformation in Governance
6. Creating a culture of Innovation
7. One-Day workshop on “Blockchain Technology”

Civil Services Day 2022



Civil Services Day 2022 was organized by Administrative Reforms, Pension and Public Grievances Department in joint collaboration with Assam Administrative Staff College (AASC) on 21st April, 2022 at AASC. Senior officers of the Government of Assam were invited to the event. The evening commenced with the State Anthem, followed by felicitation of the Dignitaries and lighting of the Ceremonial Lamp by the Hon'ble Chief Minister of Assam, Dr Himanta Biswa Sarma.

The then Chief Secretary of Assam, Shri Jishnu Barua, IAS welcomed the Hon'ble Chief Minister of Assam; the Guest of Honour, Shri Sanjay Kothari, IAS (retd) and the Government officers. He narrated the history of the birth of Civil Services in India and advised the serving officers to maintain dignity, civility and a benign ego in good as well as bad times.

A short film highlighting the Reform Initiatives taken up by the Government of Assam wef May 2021 to April 2022 was screened after the Welcome Address.

In his speech, Shri Sanjay Kothari, IAS (retd), the Guest of Honour praised the reform initiatives of the Hon'ble Chief Minister of Assam. He stressed on the importance of the trait of politeness in officers and transparency in Governance.

Up next was a short film highlighting the Projects of the Karmashree Awardees of 2019-20, followed by award distribution by the Hon'ble Chief Minister of Assam.

The Hon'ble Chief Minister of Assam emphasized on the need and importance of citizen centric Governance and urged all officers to put in more effort and work dedicatedly for the people of the state. He congratulated the Karmashree 2019-20 Awardees and encouraged the Awardees to keep up the excellent work. The theme of Civil services Day 2022 "Vision India@2047 – Bringing Citizens and Government closer" was aptly highlighted in the Hon'ble Chief Minister's speech.

The evening concluded with the vote of thanks by Smti Monita Borgohain, ACS, Secretary, ARTPPG Department.

Induction Training for officers of Industries & Commerce & PE Department

"Two - week Induction Training Programme for newly recruited Officers of Industries, Commerce & Public Enterprise Department, Assam" sponsored by Industries, Commerce & Public Enterprise Department, Govt. Of Assam was conducted at Assam Administrative Staff College, Guwahati, w.e.f. 1st to 11th April, 2022. The topics covered in the said training are –Industrial history of Assam -an overview, Startup Ecosystem in Assam, Structure of Government, Organisational Chart & Delegation of Power, Manual of Office Procedure, Office Etiquette etc including field trips to various industrial units and trekking to Garbhanga Forest was taken up. A total of 26 participants attended in the said training. Distinguished resource person from various field were invited to take sessions of the said training.



Citizen Centric Service Delivery – ARTPS Platform



Centre for e-Governance of Assam Administrative Staff College, Guwahati conducted 2 nos. of One-Day Training Course on "Citizen Centric Service Delivery – ARTPS Platform" for Officers of the Inspector General of Registration, Government of Assam on 30th April, 2022 and 7th May, 2022 at AASC premises, sponsored by Government of Assam. 54 (29+25) numbers of Registering officers attended the said courses. Resource persons were drawn from NIC, Assam. They were Dr. Suchitra Pyarelal, Deputy Director General & SIO, NIC, Assam, Rahul Deka, Scientist C NIC, Assam and Sandip Ghosh, Developer, ARTPS Team.



Administrative Reforms

A one-day training on 'Administrative Reforms' was organized on 20th May, 2022 at AASC. The training provided valuable inputs to the participants on administrative reforms being undertaken in key government domains. Eminent speakers / domain experts namely, Dr Nani Gopal Mahanta, Education Adviser to the Government of Assam, Shri Umesh Kumar, IPS (Retd.), Former DGP, Assam, Smti Indrani Laskar, ACS, Joint Secretary to the Government of Assam, Medical, Education & Research Department and Health & Family Welfare Department, Dr Rosie Kalita, APS, Superintendent of Police, Chief Minister's Special

Vigilance Cell, Assam, Shri Tanuj Goswami, ACS (Retd.) and Smti Kavita Barkakoty, Senior Technical Director (Scientist F), NIC, Assam shared their valuable insights and rich experiences with the participants during the training.

The training focused on various topics pertinent to administrative reforms viz, administrative reforms in police administration Competition Act and role of Competition Commission of India, structural reforms in education w.r.t NEP and its implementation in Assam, health reforms and reforms in e-governance sector.



31 officers from various Departments /Directorates /Offices like Agriculture, Social Welfare, Controller of Civil Defence, Handloom & Textiles, Industries & Commerce & Public Enterprise, APDCL, ASTC, Taxes, Science & Technology, Police, SCERT, DIET, ASRLM, P&RD etc as well as officers from district administration participated in the day-long training.

Overall the participants expressed their satisfaction at the training.

Motivation and Mental Health



A one-day workshop on 'Motivation and Mental Health', by Centre for Organisational Development and Leadership and sponsored by Government of Assam, was organized at Assam Administrative Staff College on 7th April 2022. A total of 19 officers from Assam Prison headquarters, Directorate of Fisheries, Cooperative Societies and Public Works Roads Department participated in the training. The training was designed to include classroom learning

on interesting topics like 'Be the change you wish to see', financial security, coping with anxiety and depression, fitness for all, etc. The participants gave positive feedbacks about the workshop, as they believe it would help them in dealing their present work situations. The participants appreciated the modules and expressed their desire to participate in such kind of workshop in the future.

Disaster Management

A 3-day training course on 'Disaster Management' was conducted w.e.f 13th to 15th June, 2022, sponsored by the Department of Personnel & Training, GOI.

The training was attended by 38 officers from various Departments / Directorates / Offices viz, Health Services, ASRLM, PWD, Handloom & Textiles, PHE, Irrigation, Agriculture, Environment & Forest, Police, DIET, Water Resources, Soil Conservation, Fire & Emergency Services, Fishery, Industries, Commerce & Public Enterprises, SCERT etc.

Sessions on relevant topics viz, Disaster Management and approach towards Disaster Risk Reduction (DRR), institutional mechanism for Disaster Management with reference to the Act, Rules and responsibilities, Disaster Management Plan for Departments and importance of preparedness for chemical, industrial, power and hydrological hazards, Communication and ICT in Disaster Management, earthquake risk mitigation and management for the safety of mega cities, Disaster and Climate Risk in context of Gender, application of Geo-spatial technology in Disaster Management, Disaster Reporting and Information Management System, Community Based Disaster Management, role of Fire and Emergency Services during disaster and importance of coordinated action in managing disasters like floods, Covid-19 and other disasters were undertaken by reputed domain experts.

The participants actively interacted with the speakers and found the training very useful and pertinent in the present context.



Office Procedure and Management

A three-day training course on 'Office Procedure and Management, sponsored by Department of Personnel & Training, Government of India was held from 27th to 29th June, 2022. A total of 31 (Thirty-One) officers from various Departments / Directorates / District Administrations participated. The training course was designed to include classroom learning with interesting topics like files and draft official communications; Assam SC/ST reservation rules including roster maintenance; Public services delivery under ARTPS Act; Structure of Govt. accounts, including budget preparation, Procurement procedures; Assam Civil Services Conduct rules and Discipline & Appeal rules; Understand work-life balance and Manage Change & Communication at work place etc.



Capacity building for field level officials on SDGs

A two-day training on 'Capacity Building for field level officials on Sustainable Development Goals' was organized by the Centre for SDG AASC on 27th & 28th June 2022, sponsored by the Government of Assam. A total of 33 officers from various districts and organisations such as Assam Small Industries Development Corporation Ltd, AIDC, Assam State Seed Certification Agency, Directorate of Agriculture, Dairy Development, Sericulture, Veterinary, Fisheries, Handloom & Textile etc. attended the training. The participants praised the objectives of the training and said that it had helped in their understanding of implementation of field works to achieve SDGs, as well as provided guidance for preparation of District Action Plan.



Innovation for Results

A 2-day training course on 'Innovation for Results' was organized by the Centre for Innovation and Futures Studies, w.e.f 18-19 July, 2022 for officers of Government of Assam.

The training focussed on various topics namely, innovation culture, ways to enhance creative thinking skills, stages of creative problem solving, design thinking for innovation, creating value by decoding the S curve for smart growth, collaborative creativity and leading high performing teams and scenario of innovation and industrialisation w.r.t Assam. Domain experts shared their valuable insights and rich experiences with the participants during the training.

The training was attended by 51 officers from the Departments/ Directorates/ offices of AEDCL, AEGCL, Police, PWD, Registrar of Cooperative Societies, Sericulture, Labour, Elementary Education, Fisheries, Social Welfare, Legal Metrology, Animal Husbandry & Veterinary, Economic and Statistics, DIET, Handloom & Textiles, ASRLM, Irrigation, Industries & Commerce, Employment Exchange, ASTC, Agriculture etc as well as from the district administration. The participants expressed their satisfaction at the training course.



Citizen Centric Online Grievance Handling Platform – CPGRAM

Centre for e-Governance of AASC conducted a One-Day Training Course on “Citizen Centric Online Grievance Handling Platform CPGRAM” (Centralized Public Grievance Redress and Monitoring System) for the Officials of Government of Assam on 8th July, 2022 at AASC premises, sponsored by Government of Assam. 47 numbers of Assam Government Officials attended the said course. Resource persons were drawn from NIC, Assam. They were Mrs. Kavita Barkakoty, Sr. Technical Director, Manabendra Goswami, Technical Director, Anirban Chakraborty, Programmer and Gitartha Kalita, Programmer.



Trainer Development Program on Direct Trainer Skills & Design of Training

Trainer development courses Direct Trainer Skills & Design of Training were developed by the Thames Valley University, Slough, UK, in association with Training Division, Department of Personnel and Training, Government of India.



Under the sponsorship of DoPT, Gol a 5- day training course on “Direct Trainer Skills” was conducted at Assam Administrative Staff College, Guwahati, w.e.f. 11h to 15th July, 2022. 21 (twenty-one) participants from various government organisations successfully participated in the said training.

Master Trainers (DTS) Dr. Upendra Nath Bora, IAS(Retd.), Dr. Roshana Ara Begum IAS(Retd.) & Recognised Trainer (DTS) Shri Yognath Singh B were deployed by DoPT, GOI to conduct the said training.

This was followed by a training course on “Design of Training” (5- day) with effect from 18th to 22nd July, 2022. A total of 16 participants have attended the training course. The participants were from various Govt. departments like Administrative Reforms Training Pensions & Public Grievances, DIET, Veterinary, Agriculture, Accountants General Assam & Regional Training Institute AG Shillong etc. Shri D. Misra Master Trainer (DOT) and Shri Rajiv P. Udit Recognised Trainer (DOT) were deployed by the DoPT, GOI as Resource Persons.



Reservation in Services

A two-day training on ‘Reservation in Services’ was held on 12th and 13th May 2022 under Centre for Law justice and Human Rights. A total of 23 officers participated in the training. Relevant topics were included in the schedule like Constitutional Provisions related to Reservation in India and Important Decisions of Supreme Court and High Courts, Salient Features of Reservation Acts and Rules, Preparation of Roster Register for Direct Recruitment and Promotion, and discussion on problem areas faced by officers in dealing with reservation matters. The participants stated that the training was highly beneficial and would be of immense help in day-to-day office work.



DFPR 1999, AMAR 2008, GIS 1983, GPF & NPS

Centre for Financial Management, AASC conducted a one-day workshop on “DFPR 1999, AMAR 2008, GIS 1983, GPF & NPS” on 26th May, 2022. The topics were very important which about the Delegation of Financial Powers Rules, 1999 (as Amended), Assam Medical Attendance Rules 2008 and Amendments thereto up to date, GIS, GPF, NPS 2005 etc. The faculty were Shri Amalendu Bhattacharjee, AFS Retd., Shri Ashim Kumar Baruah, AFS (Retd.), Shri Janardan Mishra, AFS Retd. Shri Tamojyoti Bose, Assistant System Administrator, Directorate of Accounts and Treasuries, Govt. of Assam. They delivered virtual lectures with Power Point Presentation extensively.



Conduct Rules, Discipline and Appeal Rules

A Government of Assam sponsored training on ‘Conduct Rules, Discipline and Appeal Rules’ was organized by Centre for Law, Justice and Human Rights was held at AASC on 25th and 26th July 2022. A total of 25 (Twenty Five) officers from various Departments / Directorates / District Administrations participated in the training. The training was designed to include classroom learning, the significant provisions of Assam Civil Service Conduct Rules, 1965; disciplinary proceedings and the Constitutional Provisions related to it; significant provisions of Assam Services Discipline and Appeal Rules, 1964; steps for drawing up disciplinary proceedings; implications of Suspension on government servant; cases against government servant; departmental proceeding from civil and criminal proceedings; case laws on continuance of departmental proceedings simultaneously with criminal proceedings and appeal and understand various court cases to DP.



Digital Transformation in Governance

Centre for e-Governance, AASC organised a Symposium on “Digital Transformation in Governance” for officers of Government of Assam on 24th August, 2022. 44 participants from various organisations of GoA attended it. The Symposium was sponsored by Government of Assam and conducted in collaboration with NIC Assam. Inaugural session was graced by Dr. S. Pyarelal SIO NIC Assam and Smti. V. Barua, ACS Director of Training AASC. NIC Assam Scientists delivered talks on Citizen Centricity in Governance and demonstrated NIC developed Applications on Transport, Finance, Pensions sector etc. Smti. S. Jayanthi, DDG & Head Centre of Excellence in Block Chain, Karnataka delivered the key note address on ‘Certificate Chain in Government’.



Creating a culture of Innovation

A 2-day training on ‘Creating a culture of Innovation’ was organized by the Centre for Innovation and Futures Studies, AASC w.e.f 12-13 September, 2022 for officers of Government of Assam. The training was attended by 35 officers from the Departments/ Directorates/ offices of PCCF & HOFF, AEGCL, Police, Assam Skill Development Mission, Museum, Excise, Assam State Aids Control Society, ASTC, PHE, Tourism, ASRLM, Industries, Commerce & PE etc as well as officers from the district administration. The participants partook in various group activities

and expressed immense satisfaction at the training course. Sessions on various topics viz, understanding culture of innovation, life skills for innovation, design thinking, innovation as a best practice in workmanship ability, creative and critical thinking skills for leadership, role of effective communication for innovation and creative problem solving were undertaken by eminent domain experts.



One-Day workshop on “Blockchain Technology”

Centre for e-Governance of AASC, Guwahati conducted an One-Day workshop on “Blockchain Technology” for the Officials of Universities, Education & Revenue sector etc. of Government of Assam on 23rd September, 2022 at AASC premises, sponsored by Government of Assam. 46 participants attended the said course. Some of the focus areas of the workshop was to use of Block chain in the education sector, land record management etc. Workshop also discussed use of this technology in the field of generation of different types of certificates like Birth, Death, Income, Caste etc. Resource persons were drawn from NIC , Bengaluru, Karnataka. They were Smti Jayanthi Srinivasan, DDG & Head of Centre of Excellence in Block chain, Karnataka and Shri Ramakrishna GS,STD, Centre of Excellence, NIC, Bengaluru, Karnataka.



A few of other trainings conducted:

1. Self-Development for Professionals –09th May, 2022
2. Ethics and Values in Governance 24th -26th May, 2022
3. 2 number of e-Prastuti – Refresher Courses for Master Trainers in May & June 2022
4. Bharat Darshan (Study Tour) IAS 2021 batch – 2nd – 5th June, 2022
5. Workshop on KARMAYOGI National Programme for Civil Services Capacity Building (NPCSCB) with Capacity Building Commission – 21st July, 2022
6. Awareness on Tribal Welfare – 1st August, 2022
7. Gender Justice and Women’s Issues – 3rd – 5th August, 2022
8. Orientation on Sustainable Development Goals – 11th-12th August, 2022
9. Team work and Collaboration – 22nd-23rd August, 2022
10. Training on Kritagyatra Portal in collaboration with NIC– 25th -26th August, 2022
11. Government Process Re-engineering – 30th August – 1st September, 2022
12. 1-Week Orientation Training for IAS Trainees of Assam-Meghalaya Cadre (2021 batch) – 31st August – 5th September, 2022
13. Leadership and Communication Skills 12th – 13th September, 2022
14. Information Security Management -19th – 21st September, 2022
15. Ethics, Values and Empathy in Civil Service - 2nd September, 2022
16. 8 number of trainings on e-Office for Officials of GoA

PHOTO GALLERY



ASSAM ADMINISTRATIVE STAFF COLLEGE

Jawaharnagar, Khanapara, Guwahati-781022, Assam
Phone No. : +91 361-2363325 / Fax No. : +91 361-2362361
Email : director@asc.gov.in / asc1960@yahoo.com
www.asc.assam.gov.in