

Right to Information

Proactive Disclosure under RTI Act, 2005

I

(Particulars of Organization,  
Functions and Duties)

Assam Administrative Staff College, Guwahati

## **INTRODUCTION**

The Assam Administrative Staff College is a premier training institute in the north- eastern region of India. It was established in March 1960 in Shillong (then known as the Administrative Training School) to provide institutional training facilities to State Civil Service officers. It was shifted to Guwahati in 1962 and was renamed as Assam Administrative Staff College in 1981. Since then (from 14<sup>th</sup> November 1981), it has been functioning out of its current location at Jawaharnagar, Khanapara, spread over an area of 78 bighas

Ever since its inception, it has been acting as a pioneer institute under the overall administrative control of Administrative Reforms and Training Department, Government of Assam for capacity building of government functionaries, NGOs, civil society organizations etc. The Assam Administrative Staff College was also the only Regional Training Centre for imparting training techniques and Training of Trainers (ToT) programmes for the whole of the North-east before other State Institutes grew.

### **Location:**

The Assam Administrative Staff College is located in the south eastern corner of the City of Guwahati. The area is popularly known as Jawaharnagar, Khanapara, in between the National Highway 37 to the south and the Khanapara - Beltola road to the north. It is located at a distance of 5 km from the Dispur Capital Complex, 11 km from the Guwahati Railway Station and 33 km from the Lokapriya Gopinath Bordoloi International Airport. The College can be approached from the Khanapara bus terminal or from the Beltola junction.

### **Status of the Institute:**

- Apex Civil Services training institution of Government of Assam, Administrative Reforms and Training Department.
- The Regional Training Institute of the Department of Personnel and Training, Government of India for imparting training of trainers courses for North-eastern and Eastern States.
- Secretariat Training School for imparting training to the Assam Secretariat staff

### **VISION**

Be a centre of excellence in the realm of capacity building and training for good governance

### **MISSION**

To foster excellence in governance and pursuit of administrative reforms through:

- (1) Developing capacity for Government and Non-Government functionaries at various levels.
- (2) Infusion of Sustained and Systematic Training Interventions for the civil-servants and Non-Government functionaries.

- (3) Developing quality trainers and appropriate infrastructure.
- (4) Providing consultancy to various organizations on capacity building.
- (5) Documentation of innovative ideas and best practices and their repository

**AIMS:**

- a. To equip all functionaries of the government with requisite and adequate professional knowledge, skills and attitude, thereby enhancing the performance at individual level and also at the organizational level.
- b. To promote organizational responsibility and accountability towards training for respective functionaries and partners
- c. To prepare functionaries to cope with the changing socio-economic, ecological, political and technological environment
- d. To build capacity for appropriate non-governmental and civil society organizations partnering the government endeavour
- e. To create an enabling environment for continuous learning

**FUNCTIONS**

- Conduct Training Programmes on Generic & Department specific areas
- Assistance in formulation of policies and Programmes for training and capacity building.
- Provide advice on training- related matters of various training institutes under Government of Assam
- Facilitate training across sectors and departments
- Provide need-based advice and guidance to other departments and state-level training institutes, as and when sought for, in the areas of Functional Review, Training Needs Analysis, Design of Training, Evaluation of Training, etc. through its available in-house faculty as well as by outsourcing expertise from other organizations and agencies if required
- Provide need based advice and assistance to all departments on matters pertaining to outsourcing of training activities, training expertise and training related infrastructure
- Function as a repository of learning and best practices in the fields of governance and public administration
- Provide the requisite support, inputs and consultancy to government departments and organizations in the implementation of this training policy
- Administrative Reforms and Training Department shall, through the Director General/Director of Training provide guidance to all departments in the preparation of training manual, annual training plans and perspective plans overall supervision and guidance.
- Administrative Reforms and Training Department shall, through the Director General/ Director of Training endeavour to provide the requisite support to the concerned departments and the major training institutes in the process of

development of need-based training programmes and in the creation and augmentation of training infrastructure.

- Administrative Reforms and Training Department shall, through the Director General/ Director of Training take all necessary steps to supervise and coordinate the creation of a decentralized training infrastructure and to facilitate the development of trainers at all levels.

### **Mandated programmes under Department of Personnel and Training, Govt of India/Govt of Assam**

- INDUCTION TRAINING PROGRAMME FOR IAS/ACS
- INDUCTION TRAINING PROGRAMME IN SECRETARIAT TRAINING SCHOOL FOR JR/SR ASSISTANTS
- IN SERVICE TRAINING PROGRAMME – GENERIC AND DEPT SPECIFIC AREAS
- FINANCIAL MANAGEMENT AND OFFICE PROCEDURE
- PUBLIC ADMINISTRATION AND GOOD GOVERNANCE
- MANAGEMENT DEVELOPMENT-INTERPERSONNEL SKILLS
- TRAINERS DEVELOPMENT-TNA, DTS, DOT, FACILITATION, MENTORING, ELT
- INFORMATION TECHNOLOGY- LINUX ETC
- DISTANCE LEARNING METHODOLOGY
- URBAN MANAGEMENT
- DISASTER MANAGEMENT
- HUMAN RIGHTS AND GENDER ISSUES
- RTI AND RTPS
- ETHICS AND VALUES IN ADMINISTRATION
- E- GOVERNANCE
- SENSITIZATION FOR MUSLIM FUNCTIONARIES
- 

### **ORGANISATION**

The Assam Administrative Staff College functions under the overall supervision and control of Administrative Reforms and Training Department, Government of Assam.

The Assam Administrative Staff College is headed by the Director and is assisted by six Joint Directors, three Deputy Directors, one Administrative Officer and one Finance & Accounts Officer.

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### II

(Powers and Duties of Officers and Employees)

Assam Administrative Staff College, Guwahati

Assam Administrative Staff College has a current strength of 59 officers and staff comprising 8 officers, 1 Grade II, 22 Grade III and 27 Grade IV employees. The existing men in position are 115 in number and there are 56 vacant positions.

<b>Name of Post</b>	<b>No</b>
Director General, IAS	1
Director of Training, borne in IAS	1
Additional Director of Training,	1
Joint Director of Training (ACS-2, AFS-1 (Vacant ACS-4, AES-1)	8
Deputy Director of Training, ACS	1
Deputy Director of Training, AFS (F/A)(Vacant)	1
Deputy Director of Training (Computer)	1
Assistant Director of Training (Computer)	1
Administrative Officer, ACS	1
Finance and Accounts Officer (Vacant)	1
Registrar (Vacant)	1
Hostel Superintendent(Vacant)	1
Office Superintendent	1

Excluding the Administrative Officer, Finance and Accounts Officer, Registrar and Superintendents, all officers act as faculty in their concerned field. Their duties and responsibilities are as follows:

1. Design and conduct of courses in their respective field.
2. Conduct Training Needs Analysis for other Govt. Departments.
3. Liaisoning with districts for design and conduct of district level training.
4. Acquiring professional competency in the area of specialization.
5. Developing training materials.
6. Conduct of seminar/workshop

**Details of duties and responsibilities of officers are as follows**

Sl. No	Name and Designation	Responsibilities
1	Shri Ravi Shankar Prasad, IAS Director General	Overall Supervision of AASC activities
2	Smti. Vijaylakshmi Barua, ACS, Director of Training	Administrative head of the institution. Supervision of day-to-day activities, providing right direction to the institution, framing plan and policy in relation to AASC for govt. approval.
3	Smti Rituparna Chakraborty, ACS Joint Director of Training	Faculty/DDO/CD
4	Smti Anindita Kashyap, ACS Joint Director of Training	Faculty/CD/PWD matter
5	Shri Satya Ranjan Roy, AFS Joint Director of Training	All matters relating to finance and accounts. Details of duties and responsibilities of FAO at Annexure I
6	Smti Rashmi Rekha Borgohain, ACS Deputy Director of Training	Faculty/CD
7	Shri Lakshmi Narayan Thakur, Deputy Director of Training (Computer)	In charge e-Governance cell, management of computer section, Faculty/CD/Training Cell
8	Smti Nandini Sarma Assistant Director of Training (Computer)	Matters relating to e-Governance cell , Computer section, co-ordinator, RTI Cell, Faculty, SDG
9	Smti Puja Punam Gogoi, ACS Administrative Officer	Details of duties and responsibilities of AO at Annexure II.
10	Joint Director of Training belonging from Assam Education Services	Faculty ( <b>Vacant</b> )

10	Registrar, <b>(Vacant)</b>	
11	Shri Sankar Ghosh Superintendent 9957567877	<ol style="list-style-type: none"> <li>1. Supervision of non-training works of the following Assistants - <ol style="list-style-type: none"> <li>a) Shri C. Mili</li> <li>b) Shri S. Rajkumar</li> <li>c) Shri Mriganka Saikia</li> <li>d) Smti J. Daimari</li> <li>e) Shri Biswajyoti Talukdar</li> </ol> </li> <li>2. Supervision and monitoring of all Accounts matters including Budget preparation, management, salary and Contingency bills</li> <li>3. All TDS matters of Income Tax, GST, Cash Management etc</li> <li>4. Supervision of the works of the other staff</li> <li>5. Supervision of all establishment matters including attendance, Pensions, disciplinary matters etc.</li> <li>6. Supervision of attendance of all staff and to bring to notice about irregularity immediately to the AO.</li> <li>7. PETC</li> <li>8. Audit Objection matters including timely action on all Audit observations by AG</li> <li>9. Matters related to Accountant General, Assam</li> <li>10. Electricity bill of AASC.</li> <li>11. Fuel bills</li> <li>12. All other reimbursement bills disposal including medical reimbursement</li> </ol> <p>Any other duties as assigned by Director / Administrative Officer from time to time</p>
12	Shri Prithipal Chowdhury Senior Assistant 99575-66849	<ol style="list-style-type: none"> <li>1. Attached with Centre for Financial Management for all training related matter</li> <li>2. Clearing of all course related accounts, including ECS</li> <li>3. Preparation of Course Director's Report</li> <li>4. Maintenance of asset register including marking of all assets of AASC</li> <li>5. HUDCO loan, House Building loan matters of all officers and staff including Apunghar etc.</li> <li>6. Supervision of issue and receipt section for timely completion of issue &amp; receipt</li> <li>7. Department specific training programme</li> <li>8. Security matters of AASC.</li> <li>9. Cable connection related matters at AASC</li> </ol> <p>Any other works as may be detailed from time to time</p>



13	<p><b>Shri Khupkhomang DOUNGEL,</b> Senior Assistant 81350-91893 / 94355-59435</p>	<ol style="list-style-type: none"> <li>1. Training Cell, including preparation and implementation of Training Calendar</li> <li>2. Course Assistant.</li> <li>3. Clearing of all course related accounts, including ECS</li> <li>4. Preparation of Course Director's Report</li> <li>5. All training matters of Government of Assam, DoPT, Government of India and other states.</li> <li>6. Handling of training component of Grants-in-Aid</li> <li>7. Maintenance of training related accounts under Grants-in-Aid.</li> <li>8. State Training Policy and DARPG matters. Any other works as may be detailed from time to time</li> </ol>
14	<p><b>Shri SubrataRajkumar,</b> Library Assistant 78964-14630</p>	<ol style="list-style-type: none"> <li>1. Matters related to AASC Society regarding Board of Management and Executive Committee meeting.</li> <li>2. VIP Meetings</li> <li>3. Refreshment bills of VIP meetings</li> <li>4. Class rooms / conference halls / hostel room allotment</li> <li>5. Overseeing of logistical arrangements, including cleanliness and sanitization. Any other work as may be detailed from time to time.</li> </ol>
15	<p><b>Shri Chandibor Mili,</b> Senior Assistant 99542-65685</p>	<ol style="list-style-type: none"> <li>1. Maintenance of ACR of Grade-III &amp; Grade-IV staff.</li> <li>2. Maintenance of Roster points of Grade-III &amp; Grade-IV staff.</li> <li>3. Pay fixation matter of Grade-III &amp; Grade-IV staff.</li> <li>4. Appointment, promotion etc. of Grade-III &amp; Grade-IV staff.</li> <li>5. Maintenance of Gradation &amp; Roster Register of all staff</li> <li>6. Pension matters (Notice to employee for retirement, leave encashment and Final GPF withdraw)</li> <li>7. LTC</li> <li>8. Proposal for providing Liveries to Grade IV staff.</li> <li>9. Medical reimbursement</li> <li>10. Maintenance of personal file of officers</li> <li>11. RTI matters</li> <li>12. Assembly Question</li> <li>13. CM's Karmashree Award / PM's Excellence Award etc</li> <li>14. MACPS Any other work as may be detailed from time to time</li> </ol>

16	<b>Shri Mriganka Saikia</b> Senior Assistant 96787-88119	<ol style="list-style-type: none"> <li>1. Handling Cash and accounts of the Head of Accounts of AASC, AASC Society and DoPT</li> <li>2. Maintenance of Cash Book</li> <li>3. Audit related matters</li> <li>4. Verification and reconciliation of AG matters</li> <li>5. PFMS – Agency Data Approver</li> <li>6. All bank matters</li> <li>7. Handling of AASC Society fund matters including CA reports</li> <li>8. All PWD related matters</li> <li>9. Matters relating to outsourcing of services in AASC Any other work as may be detailed from time to time</li> </ol>
17	<b>Smti Jintumoni Daimari</b> Stenographer 98649-06404	<ol style="list-style-type: none"> <li>1. Leave etc. matters of officers and staff.</li> <li>2. Duty allocation of Grade-III &amp; Grade-IV staff.</li> <li>3. Service Book updation of Grade-III &amp; Grade-IV staff.</li> <li>4. Matter related to contractual employees</li> <li>5. Newsletter bills</li> <li>6. Public Grievances</li> <li>7. To assist in PWD matters.</li> <li>8. Mobile bills of officers Any other works as may be detailed from time to time</li> </ol>
18	<b>Shri Nilanjan Sarma</b> Stenographer (Attached to Director, AASC) 98648-09358	<ol style="list-style-type: none"> <li>1. Regular checking of all official emails of AASC Any other works allotted by the Director of Training</li> </ol>
19	<b>Shri Manab Pratim Sarma</b> Librarian 95088-29995	<ol style="list-style-type: none"> <li>1. All library matters including cataloguing, updation etc.</li> <li>2. Overseeing of logistical arrangements, including cleanliness, sanitization work and security of the entire library building</li> <li>3. Supervision of attendance of library staff and report immediately for any un-authorized absence Any other works as may be detailed from time to time</li> </ol>
20	<b>Shri Gaurab Jyoti Phukan</b> Technical Operator 88764-66185	<ol style="list-style-type: none"> <li>1. Matter related to IT, Asset Register of IT related equipment of AASC</li> <li>2. Maintenance of all IT equipment</li> <li>3. Duty at training halls / conference venues</li> <li>4. To assist Shri Jyotirmoy Sarma in technical (online) matters for preparing salary bills of officers and staff</li> <li>5. AASC website updation, AASC news letter</li> <li>6. Social Media Any other works as may be detailed from time to</li> </ol>

		time
21	<b>Shri Rohan Das,</b> Junior Assistant 84029-71558	<ol style="list-style-type: none"> <li>1. Attachment with centre of Law, Justice and Human Rights for all training related matters and other activities.</li> <li>2. Clearing of all course related accounts, including ECS</li> <li>3. Preparation of Course Director's Report</li> <li>4. Maintenances of store and supply of Office stationery, training materials, etc.</li> <li>5. Maintenance of stock registers / purchase registers of all purchases</li> <li>6. Processing of indents of trainings and other requirements as may be placed from time to time.</li> <li>7. Tender related works of office stationery etc.</li> <li>8. Purchase Committee matters as per DFP rules.</li> <li>9. Materials required and stock register. Any other work as may be detailed from time to time.</li> </ol>
22	<b>Shri Biswajyoti Talukdar</b> Junior Assistant 98540-18636	<ol style="list-style-type: none"> <li>1. Handling of AASC Heads of Accounts matters</li> <li>2. All Supplementary Demand matters</li> <li>3. Monthly expenditure submission</li> <li>4. Purchase and repair of vehicles</li> <li>5. Condemnation matters</li> <li>6. PFMS – Agency Data Approver</li> <li>7. NGO matters related to lifting of garbage</li> <li>8. BSNL correspondence and EPABX Systems</li> <li>9. Online submission of Budget and all other budget matters</li> <li>10. Submission of UC (Training / PFMS). He shall co-ordinate with Cashier</li> <li>11. Monitoring and Evaluation</li> <li>12. Handling of non-training component of Grants-in-aid fund and Utilization Certificates related to grants in aid to AASC society. Any other work as may be detailed from time to time.</li> </ol>
23	<b>Shri Bidyutpal Deka,</b> Junior Assistant 97065-80038	<ol style="list-style-type: none"> <li>1. Matters related to Training Cell.</li> <li>2. All work as Course Assistant when detailed.</li> <li>3. Clearing of all course related accounts, including ECS</li> <li>4. Preparation of Course Director's Report</li> <li>5. Governor / C. M's / Finance Minister's Budget speech.</li> <li>6. All DoPT training matters and correspondences, IAS Training Programmes and correspondence with LBSNAA.</li> <li>7. To provide assistance in respect of court cases.</li> </ol>

		<p>8. Celebration of Republic Day, Independence Day and other official functions</p> <p>Any other work as may be detailed from time to time</p>
24	<p><b>Shri Jyotirmoy Sarma,</b> Junior Assistant 88765-16142</p>	<ol style="list-style-type: none"> <li>1. All IT related matters including purchases and maintenance, e-Office</li> <li>2. To maintain stock register of IT related materials</li> <li>3. Preparation of salary bills of officers &amp; staff, Leave Encashment Bill, LTC (Leave Travel Concession), Provisional Pensioners' Bill, medical Reimbursement Bill, Bungalow Peon's wages bill, TA bills, GPF Bills DCRG Bills &amp; other Arrear Bills</li> <li>4. Treasury Vouchers (T.V) Nos. related work</li> <li>5. Last Pay Certificate (LPC) of officers</li> </ol> <p>Any other work as may be detailed from time to time</p>
25	<p><b>Shri Avinash Bora</b> Junior Assistant 9954802059</p>	<ol style="list-style-type: none"> <li>1. Attached with Centre for SDGs as Course assistant for training and related activities.</li> <li>2. ISO matters</li> <li>3. Court Cases</li> <li>4. COMMIT Training Programmes of DoPT.</li> <li>5. Preparation of Annual Report and Achievement Report ,etc of AASC</li> </ol> <p>Any other work as may be detailed from time to time</p>
26	<p><b>Shri Kuldeep Deka</b> Junior Assistant</p>	<ol style="list-style-type: none"> <li>1. Preparation of Contingency bills</li> <li>2. PETC matters</li> <li>3. To work in co-ordination with Shri Rohan Das, Junior Assistant for matters related to purchase and procurement</li> <li>4. Condemnation &amp; disposal of unserviceable office furniture's and other items etc.</li> <li>5. To work as a course assistant in training as allotted from time to time</li> <li>6. Air Train tickets</li> <li>7. Attachment with Centre for ODL for all training related matters and other activities</li> <li>8. Deployment of office vehicles and hired vehicles</li> </ol> <p>Any other work as may be detailed from time to time</p>
27	<p><b>Shri Jagadish Choudhury</b> Electrician 94353-48122</p>	<ol style="list-style-type: none"> <li>1. Maintenance of generators of AASC</li> <li>2. Maintenance of electrical equipment of AASC</li> <li>3. Ensure all electrical appliances /equipments are in working condition during</li> </ol>

		<p>trainings/meetings/VVIP/VIP visits and ensure the smooth operation of street lights / Fountain and other electrical appliances etc. daily</p> <p>4. Weekly inspection of electrical utilities of hostel for smooth operation of all electrical equipments in AASC hostel and to bring to notice to concerned authorities regarding any major fault. Any other work as may be detailed from time to time</p>
28	<p><b>Shri Brajendra Malakar</b> AVO 70027-62002 99546-60495</p>	<p>1. Maintenance of all overhead projectors, projection systems, conference address systems including cordless microphones, tie microphone, LCDs and laptops</p> <p>2. Duty at training halls and conference venues</p> <p>3. Maintain Asset Register for all Audio / Video equipment. Any other work as may be detailed from time to time</p>
29	<p><b>Shri Abinash Phukan</b> AVO 70025-63348</p>	<p>1. Maintenance of all overhead projectors, projection systems, conference address systems including cordless microphones, tie microphone, LCDs and laptops</p> <p>2. Duty at training halls and conference venues</p> <p>3. Maintain Asset Register for all Audio / Video equipment. Any other work as may be detailed from time to time</p>
30	<p><b>Shri G Baishya</b> Technical Supervisor (Retd.)</p>	<p>1. Maintenance of all IT equipment</p> <p>2. Duty at training halls / conference venues.</p> <p>3. Training matters related to Centre for e-Governance Any other work as may be detailed from time to time</p>
31	<p><b>Shri Himendra Goswami</b> Junior Assistant (Contractual) 91018-32304</p>	<p>1. Attached to Centre for Innovation and Future Studies for all training matters and other activities.</p> <p>2. Timely disposal of all course related accounts, including ECS</p> <p>3. Preparation of Course Director's Report Any other works as may be detailed from time to time</p>
32	<p><b>Shri Mithun Sarkar</b> Junior Accounts Assistant (Contractual) 88769-95442</p>	<p>1. All TDS matters of Income Tax, GST, cash Management etc.</p> <p>2. Filing of all IT &amp; GST returns in liaison with the Chartered Accountant concerned</p> <p>3. All accounts related matters</p>

		Any other works as may be detailed from time to time He shall work in co-ordination with Cashier from time to time
33	<b>Shri Jayantajit Saikia</b> Estate Manager	<ol style="list-style-type: none"> <li>1. Supervision of cleaning and housekeeping, catering, gardening and pest control at AASC campus</li> <li>2. Maintenance of registers for attendance of cleaning and housekeeping, gardening staff outsourced to private party.</li> <li>3. Overseeing of all logistical arrangements, cleanliness of conference halls, VVIP, VIP rooms, wash rooms and other areas of all floors of AASC.</li> <li>4. General supervision of AASC hostel matters including cleaning and house-keeping matters of the hostel which is outsourced to private party.</li> <li>5. Hostel asset Register maintenance and other hostel related matters.</li> <li>6. Sanitization of AASC Campus</li> <li>7. Maintaining stock of stationery purchased in view of VIP meetings</li> </ol> <p>Any other works as may be detailed from time to time</p>

**List of drivers and their allotted duty**

<u>Sl. No.</u>	<u>Name of Drivers</u>	<u>Vehicle No.</u>	<u>Officers to whom attached</u>
1.	Shri Amarjit Singha	AS-01-AU-0044 (Scorpio)	Attached with IAS Officer  Attached with Director of Training
2.	Shri Surajit Singh	AS-01-AU-0044 (Scorpio)  No. AS-OI-AM-0032 (Maruti Zen Estilo AS-01-V-0013	Attached with Director of Training  Attached with Pulkar  Attached with Pulkar
3.	Shri Sujit Dev	AS-01-AU-0044 (Scorpio) No. AS-OI-AM-0032 (Maruti Zen Estilo AS-01-V-0013	Attached with Director of Training Attached with Pulkar  Attached with Pulkar

**Duties and functions of the Finance and Accounts Officers  
(Finance and Accounts Officer includes Senior Finance & Accounts Officer)**

1. To assist the head of a Department in the discharge of his responsibilities.
  - (i) For the financial regularity of the transactions under a Budget grants in respect of which the Head of the Department function s as the Controlling Officers.
  - (ii) For the maintenance of the accounts of the transaction correctly and in the from prescribed under the rules and orders in force and.
  - (iii) For formulating proposals for expenditure in the Department consistent with the programme of economic Planning adopted by the Government.

The Financial Department will post Finance and Accounts Officers the Head of Departments as the Finance Department consider necessary.

2. (a) The functions of the Finance and Accounts Officer are two folds:
  - (i) As Finance Officer i,e as the adviser to the Head of Department in relating to the Budget Estimates Supplementary Demands . Advance for the Contingency Fund regularisation there of Scheme of Dev. continuing and new and to the operation of financial rules and.
  - (ii) As Accounts Officer i,e as the officer exercising supervision over the regular the regular and correct compilation of all accounts that are required to be compiled and maintained in the Head of Departments.
- (b) in the discharge of these duties he is expected to keep himself fully conversant with all sanctions and orders passing through the office of the Department and with order proceeding of the Head of Department and his subordinates which may have effect on the estimate or accounts of actual or anticipated receipts and charges . He should advice the Head of Department on the on the financial effect of all proposals for expenditure and keep which as far as possible over all the liabilities as they are incurred against the grants under the control of the Head of Department, who should also see that the finance and Accounts Officers is given the fullest opportunity of becoming conversant with this sanction and orders and proceedings.

**Annexure I (Contd...)**

3. (i) The Finance and Accounts Officers is responsible for the arrangement for punctual completion of correct accounts and statistic which are to be submitted by the head of Department in the higher authorities and to the Accountant General as required by the existing rules and orders and as called for by them from time to time.
  - ( ii ) He should scrutinize over all matters relating to the Appropriation accounts and disposal of audit objections.
  - ( iii) In all matters concerned with personal claims of Government servants the F.A.O. is expected to give expert advice and help and
  - ( iv ) He will render help to the heads of Department in the matter of watching the realisation of Government dues including revenues and loans.
- 4 The Finance and Accounts Officer is also required to exercise a general supervision over the Accounts Branch of the office of head of Department and to inspect the accounts branch of the subordinate officers under the Head of Department and to report to him all defects noticed in course of the works of supervision or inspection .
5. (i) Any serious financial irregularities should be brought immediately the notice of the Head of Department in writing with a copy to the administrative Department concerned and the Finance Department and.
  - ( ii ) Any anfractuious or unnecessary or avoidable expenditure should be brought to the notice of the Head of Department in writing with copy to the Administrative Department concerned.
6. For due discharge of his duties and functions the Finance and Accounts Officer, should be provided by the Head of Department with the requisite facilities by placing the entire sanctioned Accounts staff of his office under the supervision and control of the Finance and Accounts Officer.
7. The Head of Department has a right to seek the advice of the Accountant General or the Government in the Administrative Department or the Finance Department in all matters connected with the accounts to be compiled and maintained in his office or the application of the financial rules and orders concerning which there may be any doubt. it will unusually be desirable however, that he shall first obtain the advice of the F.A.O. who is specially trained for the duty and this should be done in writing in all cases.



## **Annexure II**

### **Duties and functions of the Administrative Officer**

1. Managing essential services: electricity, water supply, ACs, fans, telephones, FAX, photocopiers, generator, lift, conference system, cleaning of campus, gardens, hostel and administrative building. Checking of physical infrastructure and vehicles.
2. Maintenance of all equipment, PWD works.
3. Assist Director of Training in all establishment matters and general administration
4. Providing logistics to courses conducted by AASC.
5. Looking after the classrooms/conference halls/Hostel bookings etc by external agencies.
6. Inventory Management

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### III

(Procedure followed in the decision making process, including channels of supervision and accountability)

Assam Administrative Staff College, Guwahati

### iii

Files relating to administrative matters other than conduct of training are generally processed initially at the level of Junior Assistants/Senior Assistants, who submit the file to Superintendent/Registrar, who in turn submit the files to Joint Directors/ Deputy Director. The Deputy Director/Joint Directors submit the files to the Director for final orders. The day-to-day affairs are generally dealt with by the Director and disposed at his level. Matters having financial implications are endorsed to the Finance & Accounts Officer for his/her comments.

Matters relating to conduct of the training courses are put up by the training Assistants (Senior Assistants/Junior Assistants) to the Course Directors. The Course Directors are generally Joint Directors, Deputy Directors, Assistant Director, Professors and Assistant Professors. The course directors submit the files to the Director for final decision.

Matters which require Govt. approval/sanction etc. are sent by the Director to the Govt.

**Supervision:** The Director supervises the works of the course directors. The Joint Director/Deputy Directors etc. supervise the works of the training staff under them. The office staff is supervised by the Administrative Officer/Registrar/Superintendents.

**Accountability:** The officers and staff are accountable for timely disposal of the works allotted to them.

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Proactive Disclosure under RTI Act, 2005

IV

(The norms set by it for the discharge of its functions)

Assam Administrative Staff College, Guwahati

The norms set by it for discharge of its functions.

**Faculty Norms:**

- (i) Each Course Director has to conduct a minimum of 12 courses in a year.
- (ii) Each faculty is to compile handouts/reading materials relating to courses conducted by them.
- (iii) Faculty should prepare reports on trainings conducted by them

(iv) **Staff Norms:**

The Registrar's main function is general supervision and control of the office staff including grade-IV staff and all matters concerning discipline. He is in-charge of the establishment section dealing with appointment, leave, promotion etc. He exercises control over such general matters as stationery, stores, furniture, stamp, typing, dispatching and recording. He distributes dak to different branches and carry out such other important and confidential work as may be entrusted to him. He is also responsible for maintenance of service records, supervision and control of contingent expenditure.

The Superintendent remains in-charge of a branch or group or section with a list of allotted subjects and a number of assistants under him. He submits notes and drafts of himself and his assistants as supervised or corrected by him, directly to the Director or any other gazette officer, under the matter. He distributes work among the assistants, guide and train them and remains solely responsible for the work dealt with in his branch/group/section.

The dealing assistants will promptly put up the papers marked to them to the branch officer/ Head of the deptt. through the Superintendent and Registrar.

**Quality Norms:**

- (i) Training courses should be conducted with the best faculties available.
- (ii) Participatory method should be used in training courses.
- (iii) In addition to knowledge, skills of participants should also be developed by conducting exercises, project works and other participatory methods.
- (iv) Courses are to be conducted as per time schedule.
- (v) Course Director's report should be submitted within a month from the date of completion of course.
- (vi) Course expenditure should be finalised within 15 days of completion of course.

## Right to Information

Proactive Disclosure under RTI Act, 2005

V

(The Rules, regulation, instruction, Manuals and Records held by it or under its control or used by its employees for discharging its functions)

Assam Administrative Staff College, Guwahati

## V

Assam Administrative Staff College does not have any specific Acts and Rules under its control or administered by it. However, the employees are following the Govt. Acts, Rules, Regulations, Instructions and Manuals etc. in the area of office Procedure, Finance & Accounts, information Technology etc. Besides these, Assam Administrative Staff College follows: (I) The National Training Policy (ii) Instructions from DOPT, Govt. of India.

## Right to Information

Proactive Disclosure under RTI Act, 2005

VI

(A statement of categories of document that are held by it or under its control )

Assam Administrative Staff College, Guwahati



A statement of the categories of documents that are held by Assam Administrative Staff College:

- (i) National Training Policy.
- (ii) Books & periodicals in Assam Administrative Staff College Library.
- (iii) Files relating to management of the Institution.
- (iv) Training Modules.
- (v) Financial records such as Cash Books etc.
- (vi) State Training Policy 2012
- (vii) Memorandum of Association of AASCS
- (viii) Rules of AASCS
- (ix) Service by laws of AASCS
- (x) Financial by laws of AASCS

## Right to Information

Proactive Disclosure under RTI Act, 2005

### VII

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof)

Assam Administrative Staff College, Guwahati

### vii

Assam Administrative Staff College is basically a training Institute providing training to govt. Servants. There is no direct interface with the public as such.

Right to Information

Proactive Disclosure under RTI Act, 2005

VIII

(A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc.)

Assam Administrative Staff College, Guwahati

The following Boards, Committees have been constituted for the Assam Administrative Staff College:

(i) **Board for purchase of equipment and stores:**

In pursuance of section –8 of the Assam Preferential Stores Purchase Act, 1989, as amended, and serial No.5 (1A) under schedule II of the Delegation of Financial Powers Rules, 1960, as amended, the Govt. vide its Notification No. TRG.68/85/17, Dated Dispur, the 15<sup>th</sup> February, 1999 has constituted a standing Purchase Board for purchase of equipment and stores for the Assam Administrative Staff College, Guwahati-22 with the following members until further orders:

- |        |   |                    |
|--------|---|--------------------|
| (i)    | Director of Training, Assam Administrative Staff College  | - Chairperson.     |
| (ii)   | Director of Industries or his representative  | - Member.          |
| (iii)  | Director of Accounts ( as representative of Finance Deptt.)   | - Member.          |
| (iv)   | Under Secretary to the Govt. of Assam, Administrative Reforms & Training Deptt. Dispur, Guwahati-6      | - Member           |
| (v)    | Financial Adviser, Administrative Reforms & Training Deptt., Dispur, Guwahati                           | - Member.          |
| (vi)   | Joint Director of Training, i/c Equipment and Computer, Assam Administrative Staff College, Guwahati-22 | - Conveyor         |
| (vii)  | Finance & Accounts Officer, Assam Administrative Staff College, Guwahati-22                             | - Member Secretary |
| (viii) | Professor, IIT  | - Special Invitee. |
| (ix)   | State Informatics Officer, NIC, Assam State Unit  | - Special Invitee. |

Three members, excluding the special Invitees, in addition to the Chairman will form the quorum for any meeting of the Board.

(ii) **Hostel Management Committee:-**

For smooth running of the Assam Administrative Staff College Hostel mess, maintenance of high standards of cleanliness and service in the Hostel, a committee has been constituted under the Director of Training and comprising the Joint Director, Hostel in-charge and Administrative Officer, AASC for overall supervision.

Right to Information

Proactive Disclosure under RTI Act, 2005  
IX  
(A Directory of its officers and employees)

Assam Administrative Staff College, Guwahati

**IX**

Directory of the officers and employees  
of  
Assam Administrative Staff College,  
Jawaharnagar, Khanapar, Guwahati – 22.

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>OFFICERS</b>						
1	Shri Ravi Shankar Prasad, IAS	Director General	IAS	AASC	8130676464	
2	Smti Vijaylakshmi Barua,	Director of Training	ACS	-do-	9401067501	
3	(Vacant)	Additional Director of Training	ACS	do-		
4	Smti Rituparna Chakraborty	Joint Director of Training	ACS	-do-	9435010434	
5	Smti Anindita Kashyap, ACS	Joint Director of Training	ACS	-do-	9957725755	
6	(Vacant)	Joint Director of Training	ACS	-do-		
7	(Vacant)	Joint Director of Training	ACS	-do-		
8	Vacant	Joint Director of Training	ACS	-do-		
9	(Vacant)	Joint Director of Training	ACS	-do-		
10	(Vacant)	Joint Director of Training	AES	-do-		
11	Smti Puja Punam Gogoi	Administrative Officer	ACS	do	6003375979	
12	Shri Satya Ranjan Roy	Joint Director of Training	AFS	-do-	9435214096	
13	Smti Rashmi Rekha Borgohain	Deputy Director of Training	ACS	do	9435579808	
14	(Vacant)	Deputy Director of Training	AFS	do-		
15	(Vacant)	Finance & Accounts Officer	AFS	do		
16	Shri Lakshmi Narayan Thakur,	Deputy Director of Training (Computer)	Ex Cadre	do	7002681386	
17	Smti Nandini Sarma	Assistant Director of Training (Computer)	Ex Cadre	-do-	9707020032	

<b>Grade-II</b>						
18	(Vacant)	Registrar	Promotional	AASC		
19	Shri Sankar Ghosh	Superintendent (office)	Promotional	-do-	9957567877	
20	(Vacant)	Superintendent (Hostel)	Promotional	-do-		

<b>SENIOR ASSISTANTS</b>						
21	Shri K Doungel,	Senior Assistant	Grade - III	AASC	9435559435	
22	Shri P. Choudhury,	Senior Assistant	Grade - III	-do-	9957566849	
23	Shri Chandibor Mili	Senior Assistant	Grade - III	-do-	9954265685	
24	Shri Mriganka Saikia	Senior Assistant	Grade - III	-do-	9678788119	
25	(Vacant)	Senior Assistant	Grade - III	-do-		
26	(Vacant)	Senior Assistant	Grade - III	-do-		
27	(Vacant)	Senior Assistant	Grade - III	-do-		

<b>JUNIOR ASSISTANTS</b>						
28	Shri Rohan Das	Junior Assistant	Grade - III	AASC	8402971558	
29	Shri B.P Deka	Junior Assistant	Grade - III	-do-	9706580038	
30	Shri J Sarma	Junior Assistant	Grade - III	-do-	8876516142	
31	Shri Avinash Bora	Junior Assistant	Grade - III	-do-		
32	Shri Kuldeep Deka	Junior Assistant	Grade - III	-do-		
33	(Vacant)	Junior Assistant	Grade - III	-do-		
34	(Vacant)	Junior Assistant	Grade - III	-do-		
35	(Vacant)	Junior Assistant	Grade - III	-do-		
36	(Vacant)	Junior Assistant	Grade - III	-do-		

<b>LIBRARIAN/ASSTT. LIBRARIAN / LIBRARY ASSISTANTS /STENOGRAPHERS</b>						
37	Shri M. P Sarma	Librarian	Grade	-do-	9508829995	
38	(Vacant)	Assistant Librarian	Grade - III	-do-		
39	Shri S. Rajkumar,	Library Assistant	Grade - III	-do-	7896414630	
40	(Vacant)	Library Assistant	Grade - III	-do-		
41	(Vacant)	Library Assistant	Grade - III	-do-		
42	Shri N. Sarma, Steno	Stenographer	Grade - III	-do-	9864809358	
43	Smti J. Daimari	Stenographer	Grade	-do-	9864906404	
44	Vacant	Stenographer	Grade	-do-		

**TECHNICAL STAFF**  
**(TECH. SUPERVISOR/ TECH. OIPERATOR/ ELECTRICIAN/AVO)**

1.	(Vacant)	Tech Supervisor	Grade - III	-do-		
2.	Shri G.Phukan	Tech Operator	Grade - III	-do-	8876466185	
3.	Shri J. Choudhury,	Electrician	Grade - III	-do-	9435348122	
4.	Shri Abhinash Phukan	AVO	Grade - III	-do-	7002563348	
5.	Shri B. Malakar,	AVO	Grade - III	-do-	9508568801	

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>DRIVERS</b>						
6.	Shri Amarjit Singha	Driver.	Grade - III	AASC	9435650483	
7.	Shri Sujit Dev,	Driver.	Grade - III	-do-	9435349606	
8.	Shri Surajit Singh,	Driver.	Grade - III	-do-	9954237505	
9.	(Vacant)	Driver.	Grade - III	-do-		
10.	(Vacant)	Driver.	Grade - III	-do-		
11.	(Vacant)	Driver.	Grade - III	-do-		
12.	(Vacant)	Driver.	Grade - III	-do-		
13.	(Vacant)	Driver.	Grade - III	-do-		
14.	(Vacant)	Driver.	Grade - III	-do-		

<b>COOK/PUMP OPERATORETC.</b>						
15.	Shri Bhabin Boro	Cook	Grade - III	-do-	9854628981	
16.	(Vacant)	Cook	Grade - III	-do-		
17.	(Vacant)	Pump. Operator	Grade - III	-do-		



**GRADE – IV STAFF**

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
1.	(Vacant)	Jamadar (Head of Peon)	Grade IV	AASC		
2.	Vacant	Duftry	Grade -IV	-do-		
3.	Vacant	Duftry	Grade -IV	-do-		
4.	Vacant	Duftry	Grade -IV	-do-		
5.	Shri Babul Shyam,	Peon	Grade IV	-do-	8473002417	
6.	Shri Biren Ch. Kalita,	Peon	Grade IV	-do-	9954258357	
7.	Shri Mukul Ch. Das,	Peon	Grade IV	-do-	8822094236	
8.	Shri Mukut Dutta,	Peon	Grade -IV	-do-	9577482634	
9.	Shri Nareswar Das,	Peon	Grade -IV	-do-	9435010068	
10.	Shri Pankaj Das	Peon	Grade -IV	-do-	8254050295	
11.	Shri S.R. Basumatary,	Peon	Grade -IV	-do-	9957072797	
12.	Smti Jeuti Das,	Peon	Grade IV	-do-	9954895356	
13.	Smti Anjana Das,	Peon	Grade IV	-do-	9706767225	
14.	Smti. Maya Rani Dev,	Peon	Grade IV	-do-	9486060624	
15.	Smti. Mira Devi,	Peon	Grade IV	-do-	9707553308	
16.	(Vacant)	Peon	Grade IV	-do-		
17.	(Vacant)	Peon	Grade IV	-do-		
18.	(Vacant)	Peon	Grade IV	-do-		
19.	(Vacant)	Peon	Grade IV	-do-		
20.	(Vacant)	Peon	Grade IV	-do-		
21.	(Vacant)	Peon	Grade IV	-do-		
22.	(Vacant)	Peon	Grade IV	-do-		
23.	(Vacant)	Peon	Grade IV	-do-		
24.	(Vacant)	Peon	Grade IV	-do-		
25.	(Vacant)	Peon	Grade IV	-do-		
26.	(Vacant)	Peon	Grade IV	-do-		
27.	Shri Jatil Bordoloi,	Mali	Grade IV	-do-	7399157344	
28.	Shri Prabin Boro,	Mali	Grade -IV	-do-	9706935082	
29.	Shri R.P. Mahato,	Mali	Grade -IV	-do-	9401278649	
30.	(Vacant)	Mali	Grade -IV	-do-		
31.	Shri Rajen Shah,	Chowkidar	Grade -IV	-do-	8486694882	
32.	(Vacant)	Chowkidar	Grade -IV	-do-		
33.	(Vacant)	Chowkidar	Grade -IV	-do-		
34.	(Vacant)	Chowkidar	Grade -IV	-do-		
35.	Shri Rajbir Singh,	Sweeper	Grade -IV	-do-	nil	

36	Shri U. Basfor	Sweeper	Grade -IV	-do-	8486622141	
37	Smti. Meera Basfor,	Sweeper	Grade -IV	-do-	8486229649	
38	(Vacant)	Sweeper	Grade -IV	-do-		
39	Vacant	Dining Hall Bearer	Grade -IV	-do-		
40	Vacant	Dining Hall Bearer	Grade -IV	-do-		
41	Shri Abul Ali,	Hostel Attendant	Grade IV	-do-	8255047177	
42	Shri Ashit Das,	Hostel Attendant	Grade IV	-do-	9954955624	
43	Shri Kaiser Ali,	Hostel Attendant	Grade IV	-do-	9707740488	
44	(Vacant)	Hostel Attendant	Grade IV	-do-		
45	(Vacant)	Hostel Attendant	Grade IV	-do-		
46	(Vacant)	Hostel Attendant	Grade IV	-do-		
47	(Vacant)	Hostel Attendant	Grade IV	-do-		
48	Shri A. Hamid,	Paniwala	Grade IV	-do-	nil	
49	Shri H.C. Kalita,	Paniwala	Grade IV	-do-	9577537156	
50	Shri Mantu Ram Das,	Paniwalla	Grade IV	-do-	8256082200	
51	Shri B. Talukdar,	Paniwalla	Grade IV	-do-	9957565726	
52	Shri A.S. Ali,	Class Room Atndt	Grade IV	-do-	9508568895	
53	(Vacant)	Class Room Atndt	Grade IV	-do-		
54	Shri Ajoy Boro,	Handymen	Grade IV	-do-	9957565725	

Right to Information

Proactive Disclosure under RTI Act, 2005

X

(The monthly remuneration received by each of its officers and employees including the system of compensation)

Assam Administrative Staff College, Guwahati

Monthly remuneration received by officers & employees of AASC

**Remuneration of officers.**

Sl No	Name	Pay In the PB	Grade Pay	Gross Total
1.	Vijaylakshmi Barua	86170	17500	147025
2.	Rituparna Chakraborty	62300	16900	104602
3.	Anindita Kashyap	44900	15700	86296
4.	Satya Ranjan Roy	63730	15700	112846
5.	Rashmi Rekha Borgohain	38410	13300	68590
6.	Puja Punam Gogoi	31300	13300	62594
7.	Lakshmi Narayan Thakur	68420	14500	109475
8.	Nandini Sarma	60910	13900	106332
9.	Sankar Ghosh	50630	10300	86711
10.	Prithipal Chowdhury	48850	8000	75224
11.	Khupkhomang Doungel	37660	8000	60565
12.	Nilanjan Sharma	51650	8700	85844
13.	Subrata Rajkumar	37550	6200	58063
14.	Jagadish Choudhury	36270	6200	56386
15.	Chandibor Mili	25430	8000	47886
16.	Mriganka Saikia	22730	8000	44079
17.	Jintumoni Daimari	28330	8700	52962
18.	Gaurab Jyoti Phukan	23730	8700	43233
19.	Manab Pratim Sarma	16130	8700	35760
20.	Biswajyoti Talukdar	18690	6200	35845
21.	Rohan Das	18690	6200	35845
22.	Bidyutpal Deka	15890	6200	29688
23.	Jyotirmoy Sarma	15890	6200	29688
24.	Abinash Phukan	15830	5600	28823
25.	Brajendra Malakar	24140	5600	42683
26.	Avinash Bora	14610	6200	30092
27.	Kuldeep Deka	14610	6200	30092
28.	A.S. Ali	31620	3900	47231
29.	Abul Ali	30580	3900	45869
30.	Ashit Das	24960	3900	38507
31.	Kaiser Ali	31620	3900	47231
32.	Bhabin Boro	22170	5000	36343
33.	Anjana Das	24960	3900	38507
34.	Babul Shyam	30800	3900	46157
35.	Biren Chandra Kalita	28590	3900	46511
36.	Jeuti Das	22490	3900	35271
37.	Maya Rani Dev	28590	3900	43262
38.	Meera Devi	31620	3900	47231
39.	Mukul Chandra Das	24960	3900	42393
40.	Meera Basfore	20970	3900	33280
41.	Mukut Dutta	24960	3900	42393
42.	Nareswar Das	31620	3900	50783
43.	Pankaj Das	24960	3900	38507
44.	Sita Ram Basumatary	29570	3900	44546

45.	Rajendra Shah	31620	3900	47231
46.	Amarjit Singha	36370	5200	55207
47.	Sujit Deb	30640	5200	47700
48.	Surajit Singh	30640	5200	47700
49.	Ajoy Boro	28590	3900	46511
50.	Jatin Bordoloi	26720	3900	40812
51.	Prabin Boro	28590	3900	46511
52.	Rampratap Mahato	25820	3900	39633
53.	Abdul Hamid	24960	3900	38507
54.	Basanta Talukdar	30580	3900	45869
55.	Hari Chandra Kalita	29570	3900	47893
56.	Mantu Ram Das	29570	3900	44546
57.	Rajbir Singh	28590	3900	43262
58.	Upendra Basfore	28590	3900	43262

Right to Information

Proactive Disclosure under RTI Act, 2005

XI

(The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made)

Assam Administrative Staff College, Guwahati

Right to Information

Proactive Disclosure under RTI Act, 2005

XII

(The Manner of execution of subsidy Programme, including the amounts allocated and the details of beneficiaries of such programs )

Assam Administrative Staff College, Guwahati

Right to Information

Proactive Disclosure under RTI Act, 2005

### XIII

(The particulars of recipient of concessions, permits or authorization granted by it)

Assam Administrative Staff College, Guwahati

Assam Administrative Staff College being a training institute, there are no recipients of concessions, permits or authorization.



## Right to Information

Proactive Disclosure under RTI Act, 2005

XIV

(The details in respect of the information, available to or held by it, reduced in an electronic form)

Assam Administrative Staff College, Guwahati

The following information are available at Assam Administrative in electronic form. Some of them are placed in the website of AASC (<http://www.aasc.nic.in> )

1. Acts/Rules of following Departments (available in AASC web site)
  - a. Administrative reforms and training department
    1. Assam service confidential rules,1990
    2. Office procedure,1981
    3. Assam service (discipline and appeal) rules, 1964
    4. Office procedure for district and subordinate offices, 1983 part 1
    5. The Assam rules of executive business,1968
    6. Office procedure for district and subordinate offices, 1983 part
    7. Handbook of general circulars ( a to d )
    8. Handbook of general circulars ( e to y )
    9. Assam service (discipline and appeal) rules, 1964
  - b. Agriculture department
    1. The Assam Administrative Tribunal Act, 1977
    2. The Assam Administrative Tribunal Regulations, 1977
    3. The Assam Agricultural Pests and Diseases Act, 1950
    4. The Assam Agricultural Credit Operations and Miscellaneous Provisions (Banks) Act, 1977(1)
    5. The Assam Agricultural Service Rules, 1980
    6. The Assam Agricultural Credit Operations and Miscellaneous Provisions (Banks) Rules, 1978
    7. The Assam Agricultural Engineering Service Rules, 1983
    8. The Assam Agricultural Product Market Act, 1972
    9. The Assam State Agriculture Policy
  - c. Implementation of Assam accord department
    1. Assam Accord
  - d. Cultural affairs department
    1. The Assam ancient monuments and records act 1959
  - e. Chief minister's secretariat
    1. C.M's secretary
  - f. Co-operation department
    1. The Assam Co-operative Agriculture and Rural Development Act, 1960
    2. The Assam Co-operative Societies Act, 1949
    3. The Assam Co-operative Societies Rules, 1953
  - g. Directorate of welfare of plain tribes and backward classes department
    1. Directorate of Welfare of Plain Tribes and Backwards Classes Department.
  - h. Excise department
    1. Executive Instructions Relating to Dangerous Drugs
    2. Executive Instructions Relating to Opium
    3. Opium Rules, (Assam)
    4. Rules under S. 22 of the Assam Opium Smoking Act, 1972
    5. Rules under the Assam Temperance Act, 1926
    6. The Assam Dangerous Drugs Rules, 1937

7. The Assam Ganja and Bhang Prohibition Act, 1958
  8. The Assam Opium (Amendment) Act, 1933
  9. The Assam Opium Amendment (Autonomous Districts) Act, 1954
  10. The Assam Opium Prohibition (Amendment) Rules, 1974
  11. The Assam Opium Prohibition Act, 1947
  12. The Assam Opium Smoking Act, 1927
  13. The Assam Temperance Act, 1926
  14. The Assam Ganja and Bhang Prohibition Rules, 1960
- i. EDUCATION DEPARTMENT
1. The Assam Aided Colleges Employees Rules, 1960
  2. The Guwahati University Act, 1947
  3. Rules Regarding Conduct and Discipline of the Employees of Aided Educational Institutions
  4. The Assam Aided College Management Rules, 1976
  5. The Assam Aided College Management Rules, 1976
  6. The Assam Elementary Education (Provincialisation) Service Rules, 1981
  7. The Assam Higher Secondary Act, 1984
  8. The Assam Secondary Education Act, 1961
  9. The Assam Education department Rules, and Orders
  10. The Assam Education Department Section Rules, 1981
  11. The Assam Education Service Rules, 1982
  12. The Assam Elementary Education (Provincialisation) Act, 1974
  13. The Assam Elementary Education (Provincialisation) Rules, 1977
  14. The Assam Technical Education Service Rules, 1981
  15. The Dibrugarh University Act, 1965
- j. FINANCE DEPARTMENT
1. Directory of State Lotteries
  2. The Assam Financial Inspection of Departmental Sanctions & Implementation of Scheme Rules, 1982
  3. The Assam Delegation of Financial Powers Rules, 1960
  4. Office Memorandum
  5. The Assam Financial Corporation (Issue of Bonds) Regulations, 1959
  6. The Assam Financial Corporation (Payment of Gratuity of Employees) Regulation, 1964
  7. The Assam State Financial Corporations Act, 1951
  8. Notifications & Office Memorandum
  9. The Assam Finance Commission (Miscellaneous Provision) Act, 1995
- k. food & civil supply department
1. Notification on PDS control Order
  2. Pulses, Edible, Oil Seeds (Storage Control Order)
  3. The Assam Guest Control Order 1973
  4. The Assam Paddy & Rice Procurement
  5. The Assam Food grains (Licensing & Control) Order, 1961

6. THE ASSAM FOODSTUFFS (Prohibition of Withholding from sale) Control order 1969
  7. THE ASSAM FOODSTUFFS (Distribution) Control Order, 1958
  8. The Assam Guest Control Order, 1966
  9. The Assam Paddy Declaration of Stock of requisition Order, 1984
  10. The Assam PD of Articles Order 1982
  11. The Assam Trade Article (License of Control)
  12. The Assam Food grains (Licensing & Control) (Second Amendment) Order, 1973
  13. The Assam Food grains (Licensing and control) (Third Amendment) Order, 1973
  14. THE ASSAM FOOD (RESTRICTIONS ON SERVICE OF MEALS BY CATERING ESTABLISHMENTS) ORDER, 1966
  15. The Assam Gur Dealers Licensing Order 1963
  16. Assam Shop Established Act And Rules
  17. The Assam Adoption of Standard Weights Act. 1955
- l. HORTICULTURE & FOOD PROCESSING DEPARTMENT
    1. State Agriculture Policy, Assam
  - m. Environment & forest department
    1. The Assam sale of forest produce coupes and mahals rules, 1977
    2. The Assam forest protection force act, 1986
    3. The Assam forest regulation, 1891
    4. The Assam general rules framed under the Assam forest reg
    5. The Assam rules and orders in force in certain districts
    6. The Assam settlement of forest coupes and mahals by tender orders
    7. The Assam rules having the force of law and executive orders
  - n. General administration department
    1. General Administration (A)
    2. The Assam Cinemas (Regulation) Act, 1953
    3. The Assam Cinema (Regulation of exhibition of Film by Video Cassette Recorders, Rules 1993
    4. General Administration (B)
    5. The Assam Cinemas (Regulation) Rules, 1960
  - o. Home department
    1. Rules for superintendence and management of jails in the state of Assam
    2. Rules under the good conduct prisoners,
    3. Probational release act, 1938
    4. The Assam home guards act & rules, 1947
    5. The Assam jail service rules, 1986
    6. The Assam prisons (leave and emergency release) rules, 1968
    7. The good conduct prisoners' probational release act, 1938
    8. The Arms (Amendment) Act 1988
    9. The Arms Act 1959
    10. The Arms Rules 1962
    11. The Assam Fire Service Act, 1985
    12. The Assam Fire Service Rules, 1989

13. The Police Act, 1861
  14. The Police Act, 1949
  15. The Police Forces (Restriction of Rights) Act, 1966
  16. The Railway Protection Force Act, 1957
  17. THE PRISONERS (ATTENDANCE IN COURTS) ACT, 1955
  18. THE PRISONERS ACT, 1900
  19. THE PRISONS (ASSAM AMENDMENT) ACT, 1956
  20. THE PRISONS (ASSAM AMENDMENT) ACT, 1967
  21. THE PRISONS ACT, 1894
  22. THE TRANSFER OF PRISONERS ACT, 1950
  23. The Assam Police Service Rules, 1966
  24. The Notifications
  25. The Police (Incitement to Disaffection) Act, 1922
  26. The Police (U.P. Amendment) Act, 1939
  27. The Police (U.P. Amendment) Act, 1944
  28. The Police (U.P. Amendment) Act, 1952
  29. The Police Act, 1888
  30. The U.P. Pradeshik Armed Constabulary Act, 1948
- p. Information technology department
1. Information technology policy, Assam
- q. Judicial department
1. The Assam Autonomous Districts Administration of Justice (Miscellaneous Provisions) Act, 1957
  2. The Assam Autonomous Districts Administration of Justice Act, 1960.
  3. The Assam Court-Fees (Second Amendment) Act, 1958.
  4. Assam Judicial Officers (Retirement On Superannuation) rules, 1995.
  5. Assam Judicial Service Rules, 1967.
  6. Assam Legal Aid Rules, 1987
  7. Assam Legal Service Rules, 1962
  8. Assam State Legal Service Authority Rules 1996
  9. The Assam Civil Suit Rules
  10. The Assam Criminal Rules
  11. The Assam Family Courts Rules, 1990
  12. The Assam Judicial Service Rules, 2003
  13. The Assam Lokayukta and Upa-Lokayuktas Act, 1985
  14. The Assam Court-Fees (Amendment) Act, 1947
  15. The Assam Court-Fees (Amendment) Act, 1950
  16. The Assam Court-Fees (Amendment) Act, 1954
  17. The Assam Court-Fees (Amendment) Act, 1955
  18. The Assam Court-Fees (Amendment) Act, 1958
  19. The Assam Court-Fees (Amendment) Act, 1960
  20. The Assam Court-Fees (Amendment) Act, 1963
  21. The Assam Court-Fees (Amendment) Act, 1972
  22. The Assam Lokayukta and upa-Lokayuktas Rules,
  23. The Bengal, Agra and Assam Civil Courts Act, 1887

24. The Assam General Clauses Act, 1915
- r. HEALTH & FAMILY WELFARE DEPARTMENT
  1. Assam Homoeopathic Medicine Act 1955
  2. Health Service Rules 1995
  3. The Assam Drugs (Control) Act, 1950
  4. The Assam Dangerous Drugs Rules, 1937
  5. The Assam Drugs Control Organisation Service Rules, 1994
  6. The Assam Drugs Control Rules, 1945
  7. The Assam Homeopathic Rules, 1958
  8. The Assam Homeopathy (Diploma Course) Regulation
- s. INDUSTRIES & COMMERCE DEPARTMENT
  1. Assam Act No Of 1998\_Industrial Relief
  2. Assam Act of 1998 Assam Industrial Relief Undertaking
  3. Industrial Disputes Act, 1947
  4. The Industrial Tribunal (Central Procedure) Rules, 1954
  5. The Industrial Tribunal (Procedure) Rules, 1949
  6. The Industrial Disputes (Central) Rules, 1957
  7. INDUSTRIAL POLICY OF ASSAM\_2003
  8. THE ASSAM GAZETTE Recruitment and Promotion
  9. The Assam Khadi and Village Industries Board Act, 1955
  10. The Assam Khadi and Village Industries Board Regulations, 1961
  11. The Assam Khadi and Village Industries Board Rules, 1961
- t. INFORMATION & PUBLIC RELATION DEPARTMENT
  1. Assam Information and Public Relations Service Rules, 1986.
  2. The Press and Registration of Books Act, 1867
  3. The Press and Registration of Books Act, 1867(25 of 1867)
  4. The Registration of newspapers (Central) Rules, 1956
- u. WATER RESOURCES DEPARTMENT
- v. FISHERIES DEPARTMENT
  1. The Assam Fishery Rules, 1953
- w. HILLS AREAS DEPARTMENT
  1. Memorandum of Understanding
  2. Notification of The 25th September 1996
  3. Office Memorandum
  4. The Assam Autonomous Districts
- x. Social welfare department
- y. Veterinary department
- z. Border areas department
- aa. Election department
- bb. Sports & youth welfare department
- cc. Guwahati metropolitan development authority
  1. Building Bye-Laws For Guwahati Metropolitan Area, 1998
  2. Guwahati Metropolitan Development Authority Act, 1985
  3. The Guwahati Metropolitan Development Authority (Amendment) Act, 1989
  4. Notifications

dd. IRRIGATION DEPARTMENT

1. ASSAM IRRIGATION ACT , 1983

ee. JUDICIAL DEPARTMENT

1. The Assam Autonomous Districts Administration of Justice (Miscellaneous Provisions) Act, 1957.
2. The Assam Autonomous Districts Administration of Justice Act, 1960.
3. The Assam Court-Fees (Second Amendment) Act, 1958.
4. Assam Judicial Officers (Retirement On Superannuation) rules, 1995.
5. The Assam Court-Fees (Amendment) Act, 1947
6. The Assam Court-Fees (Amendment) Act, 1950
7. Assam Judicial Service Rules, 1967.
8. Assam Legal Aid Rules, 1987
9. Assam Legal Service Rules, 1962
10. The Assam Court-Fees (Amendment) Act, 1954
11. The Assam Court-Fees (Amendment) Act, 1958
12. The Assam Court-Fees (Amendment) Act, 1960
13. The Assam Court-Fees (Amendment) Act, 1963
14. Assam State Legal Service Authority Rules 1996
15. The Assam Civil Suit Rules
16. The Assam Criminal Rules
17. The Assam Family Courts Rules, 1990
18. The Assam Judicial Service Rules, 2003
19. The Assam Lokayukta and Upa-Lokayuktas Act, 1985
20. The Assam Court-Fees (Amendment) Act, 1972
21. The Assam Lokayukta and upa-Lokayuktas Rules,
22. The Bengal, Agra and Assam Civil Courts Act, 1887
23. The Assam General Clauses Act, 1915

ff. Labour & employment department

1. Plantations labour act, 1951
2. The Assam labour service rules, 1970
3. Industrial statistics (further provisions and validating act. 1946.
4. The Assam industrial disputes rules 1958
5. The Assam industrial disputes Assam amendment) act.1962
6. The Assam industrial establishment (conferment of permanent status to workmen) rules. 1995
7. Industrial disputes (appellate tribunal) (withdrawal of Assam modification orders) act, 1958
8. The Assam labour service rules for the departmental examinations, 1985
9. The Assam industrial establishment (conferment of permanent status to workmen) act. 1985
10. Industrial disputes appellate tribunals) (extension to the Assam autonomous districts) act, 1956

- gg. Legislative department
  1. Notification
  2. The Assam right to information act, 2001
  3. The Assam right to information act, 2001
- hh. Minorities development department
  1. The Assam state commission for minorities act, 2003
- ii. Passport department
  1. Compendium of central (operative) acts, rules, orders and notifications relating to foreigners
  2. Foreigners (internment) order, 1962
  3. Foreigners (protected areas) order, 1958
  4. Foreigners (report to police) order, 1971
  5. Foreigners (restricted area) order 1963
  6. Foreigners (restriction on chinese national) order, 1962
  7. Foreigners (restriction on residence) order, 1968
  8. Foreigners (tribunal) order, 1964
  9. Foreigners act 1946
  10. Foreigners from uganda order, 1972
  11. Foreigners law (application and amendment) act, 1962
  12. Foreigners orders 1948 order under the foreigners act, 1946
  13. Notification for restriction in chakrata
  14. Registration of foreigners-rules 1939
  15. Notification of restriction in dehradun-rajpur
  16. Notification pertaining to (indo-burmese) traffic
  17. Notification restriction in rewalsar (h.p.)
  18. Notification pertaining to indo-pak refugee traffic
  19. Notifications for restrictions in kalimpong (w. Bengal)
  20. Order pertaining to entrants from east bengal-reporting to police
  21. Order pertaining to indo-bangladesh border residents and seamen
  22. Passport (entry into india) act, 1920
  23. Passport (entry into india) rules, 1950
  24. Permit issuing delegated authorities under foreigners (restricted area) order, 1963
  25. Registration of foreigners (bangladesh) rules, 1973
  26. Registration of foreigners (exemption) order, 1957
  27. Registration of foreigners-act 1939
- jj. Panchayat and rural development department
  1. The Assam panchayat (administrative) rules, 2002 part- ii
  2. The Assam panchayat (administrative) rules, 2002 part-i
  3. The Assam panchayat (constitutions) rules , 1995
  4. The Assam panchayat act, 1994
  5. The Assam panchayat constitution (amendment) rules, 2000
- kk. Parliamentary affairs department
  1. The Assam deputy speaker's salaries and allowances act, 1958
  2. The Assam legislative assembly members' salaries allowances and pensions (amendment) act, 2003



3. The Assam legislative assembly members' salaries and allowances act, 1958
4. The Assam ministers' of state and deputy ministers' salaries and allowances (amendment)
5. The Assam ministers' and deputy ministers' salaries and allowances act, 1958
6. The Assam speaker's salaries and allowances (amendment)
- ll. Power (electric), mines & minerals department
- mm. Public health engineering department
- nn. Public works department
- oo. Pension & public grievances department
  1. Pension code -Part-I
  2. Pension code - Part-II
  3. Pension and Public Grievances Department
- pp. Political department
- qq. Planning and development department
- rr. Printing & stationery department
- ss. Revenue department
- tt. Secretariat administration department
- uu. Soil conservation department
- vv. Transport & tourism department
- ww. Urban development department
- xx. Industries & commerce department
- yy. Personnel department
- zz. Guwahati development department
- aaa. Handloom & textile and sericulture department
- bbb. Science & technology department
- ccc. Public enterprises department
- ddd. Relief & rehabilitation department
2. Training materials
  1. Handout of courses- management of training. Direct trainer skills, design of training, training needs analysis
  2. Transparencies on courses on MOT, DTS, DOT, TNA
  3. Course directors report.
3. Pay roll of employees.
4. Library database

Right to Information

Proactive Disclosure under RTI Act, 2005

XV

(The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use)

Assam Administrative Staff College, Guwahati

A BRIEF REPORT ON THE LIBRARY OF  
ASSAM ADMINISTRATIVE STAFF COLLEGE, GUWAHATI:

**1. PERSONS ENTITLED:**

The following persons are entitled to use the library:

1. Officers and Staff of Assam Administrative Staff College.
2. Guest Faculty Members.
3. Participants of different training programmes.
4. All State Governments Officers working in Greater Guwahati on the recommendation of their heads of department and on payment of Rs. 500/- as security money.

**2. LIBRARY TIMINGS:**

The library is kept open during office hours. It is also kept open beyond office hours during training programmes for IAS and ACS officers.

**3. FACILITIES PROVIDED BY THE LIBRARY:**

- i) Lending of Books
- ii) Internet Facilities.
- iii) The existing collection of books in the library covers almost all the major fields such as Literature, Science, Technology, Environment, Engineering, Law, Management, Computer Science, Social Science, and Public Administration including Governments rules, regulations and Acts etc.
- (iii) e-journal through J-STOR

The following reading materials are also available:

- i) Periodicals, journals and newspapers.
- ii) Reference Books: Encyclopedia, Dictionaries, and Hand Books.
- iii) Special collection of books on North Eastern Region.

**4. CONTACT PERSON**

Shri Manab Pratim Sarma,  
Librarian, AASC

## **Pre Examination Training Cell, AASC**

### **INTRODUCTION**

The P.E.T.C. had started functioning from March, 1985 with the coaching programmes for the Central Civil services (IAS etc.) examination .

### **FACULTY SUPPORT**

Faculty members are drawn from renowned Universities, Colleges and Coaching Institution of Delhi, Patna, Kolkata, Shillong, Dibrugarh, Tezpur, Silchar, Guwahati , Cotton College, Arya Vidyapith College, Pragjyotish College, Kendriya Vidyalaya Khanapara & Narrangi. Besides these, renowned educationists, Senior & fresh IAS officers.

### **FACILITIES PROVIDED TO THE CANDIDATES**

- Free Coaching.
- Free reading materials.
- Free two times Tea & Snacks.
- Free Photocopies of important topics suggested by the Faculty.
- Free reading facilities in the Library, only a sum of Rs.1,000/- will have to be deposited by the candidates (refundable) for borrowing Library books.

### **DIFFERENT STAGES IN COACHING**

The whole coaching procedure is divided into the following stages:

- Coaching for Prel. Examination:- 5 months.
- Coaching for Main Examination:- 4 months.
- Interview technique:- 1 week.

## Right to Information

Proactive Disclosure under RTI Act, 2005

XVI

(The names, designation and other particulars of the Public Information Officer)

Assam Administrative Staff College, Guwahati

**XVI**

<b>Sl. No.</b>	<b>Name</b>	<b>From which services</b>	<b>Designation</b>	<b>Ph. No.</b>
1	Smti. Vijaylakshmi Barua, ACS, Director of Training	<b>ACS,</b>	Director of Training, Assam Administrative Staff College, Guwahati – 22 & First Appellate Authority, Assam Administrative Staff College, Guwahati – 22.	2363325
2	<b>Shri Lakshmi Narayan Thakur</b>		Deputy Director of Training (Computer), Assam Administrative Staff College, Guwahati – 22 & Public Information Officer, Assam Administrative Staff College, Guwahati – 22.	7002681386

Right to Information

Proactive Disclosure under RTI Act, 2005  
XVII  
(Such other information as may be prescribed)

Assam Administrative Staff College, Guwahati