

# ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER **June, 2024**



## Republic Day Celebration

75th Republic Day was celebrated with great zeal and enthusiasm on 26th January, 2024 at Assam Administrative Staff College. The celebration commenced from 7:00 AM with the unfurling of the National Flag by the Director of Training, AASC Smti. Riju Gogoi, IAS. She addressed the audience and enlightened the officers and the staff with her words of wisdom and patriotism. She stressed upon the constitutional values and motivated all to join hands and work together towards the development of the Nation.

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# Induction Training Programme for ACS and APS, 2024 batch

A 2-week Induction Training Programme for the officers of ASSAM CIVIL SERVICE & ASSAM POLICE SERVICE, 2024 Batch was organised by the Assam Administrative Staff College, Guwahati from 1st March to 14th March, 2024. The training provided to the participants valuable inputs on Constitution and Constitutional Legacies of India, The History, Archaeology, Demography and Cultural diversity of Assam. History of Civil Service in Assam, Understanding the basics of Public Administration in Assam: the Governance and Structure thereof, Understand the framework of Police Administration in Assam, Understanding Laws Related to Public Servants in India, FR & SR, Describe the Challenges of Administration in the district and in Sixth Schedule Areas, Describe how subsidiary Departments like Revenue and Disaster Management, Health & Family Welfare, Finance, Excise and Taxation, Housing and Urban Affairs, P & RD, Election, Education, Social Justice & Empowerment and Labour Welfare Administration Works in Assam. Analysing the role of Cyber Security, Artificial Intelligence and their usage in Administration, Media Management and Public Speaking & Presentation Skills, Describe different E-governance initiatives, Soft Skills like- Negotiation Skills, Emotional Intelligence, Empathy, Leadership, Motivation, Communi-



cation & Leadership skills & Conflict resolution skills, Medico Legal issues etc. The Training also introduced transparency measures to the participants like ARTPS, Sewa Setu, RTI etc. The training also gave special importance to the participants be well versed with the matters of Finance and Government Accounts, including DFP Rules, Roles of DDO's, AFRBM, procurement Rules and Avenues. It was also tried that an overview of Office Decorum, etiquettes and Protocol be taught to participants via sessions from experienced bureaucrats. Prevention of Sexual Harassment at Workplace, Safeguarding Child Rights were also a part of the sessions. Sessions related to extra-curricular activities like Music, Creativity, Writing Non-Fiction, and Poetry were also a part of the schedule.

## Training conducted under Sevottam Scheme

2-day training on "Sevottam for Public Grievance officers"  
Sponsored by DARPG, Government of India,  
In collaboration with Haryana Institute of Public Administration (HIPA)  
w.e.f. 12<sup>th</sup>-13<sup>th</sup> March, 2024  
at  
Assam Administrative Staff College, Guwahati-22



A two day training on Sevottam, sponsored by DARPG, Govt. of India was conducted on 12th & 13th March, 2024. A total of 20 participants from various departments / organisation / directorates of Guwahati Municipal Corporation, Agriculture, Sericulture, Food Civil Supplies and Consumer Affairs, Police, Assam Urban Water Supply & Sewerage Board, Public Work Department, Labour Department, Cooperation, Tourism, Panchayat & Rural Development have attended the training.



# The Foundation Training Programme for ACS-2024 Batch



The Foundation Training Programme for 83 ACS Officer Trainees of 2024 batch commenced on 16th March at Assam Administrative Staff College, Khanapara, Guwahati and concluded on 10th May, 2024.

During this training programme, sessions on various relevant topics pertaining to law, magistracy, revenue administration, financial administration, good governance, office procedure, flagship developmental schemes of the Government, soft skills etc were undertaken by distinguished speakers including senior officers of the State Government and eminent domain experts. The probationers were fortunate to interact with eminent personalities from various walks of life namely, Smti Patricia Mukhim, social activist, journalist, writer and editor, Dr SurjyaKanta Hazarika, President, Assam Sahitya Sabha, Shri Sanjoy Hazarika, columnist and author, researcher, human rights advocate, Founder, Centre for NE Studies and Policy Research (C-NES), distinguished singer Smti Tarali Sarma, renowned actor Shri Ravi Sharma, Retd. Major General Bhaskar Kalita Sir, Member, APSC, Dr Ramesh Chandra Borpatra Gohain, Former Advocate General, Assam, eminent sports personalities like Shri Mahadev Deka, Body builder and Ms Tania

Choudhury, International Lawn Bowler. Distinguished speakers from reputed institutions like JNU, NIPFP, New Delhi, ISTM, New Delhi, Wadhvani Foundation also undertook sessions on a variety of important topics.

For the first time attachments with 25 major Departments of Government of Assam were facilitated which provided valuable insights to the officer trainees on the role, functions, activities etc. of the Departments.

The ACS officers also had the privilege of interacting with Hon'ble Governor of Assam at Raj Bhawan. Apart from the classroom session, field visits to Janata Bhawan, SIPRD, Offices of the Deputy Commissioner, Circle and Sub Registrar, Export Promotion Industrial Park (EPIP), Amingaon, North Eastern Police Academy, Meghalaya besides one-day attachment with the Army Division in Rangia 21 Mountain Division and one-day attachment with Assam Police at 4th Assam Police Battalion, Kahilipara, were organized.

The probationers undertook a scenic trekking journey at Garbhanga Reserve Forest and enjoyed visits to Mahabahu Brahmaputra River Heritage Centre and Pobitora Wildlife Sanctuary. The ACS probationers also had the opportunity to experience and appreciate a sunset river cruise as part of attachment with Transport Department. The ACS probationers completed at least 4 online courses through IGoT Karmayogi platform. Hobby classes on art and photography, Sudarshankriya by Art of Living, book reviews etc were some other components of this training programme. Group Presentation on topics relevant to administration were made by the ACS officer trainees at the end of the training programme.

Overall the ACS Officer trainees found the Foundation Training Programme highly enriching.

## Orientation Programme of IAS Probationers of 2023 Batch

2-week "Orientation Programme of IAS Probationers of Assam-Meghalaya Joint Cadre 2023 Batch" was held at AASC, Khanapara from 16th to 26th April, 2024. Altogether 6 IAS (Probationer) officers attended the said training. Sessions on History, Geography and Demography and Cultural Profile in respect of Assam were organised where IAS (P) officers got a brief idea about the state. Besides these, sessions on various aspects of state administration were also organised. Moreover, IAS (P) officers were attached with various departments of Assam Government to get first-hand information the functioning of various departments of Govt. of Assam. They also organised briefing sessions for the IAS (P).





## Training on Team Building, Conflict Resolution and Motivation



A two-day training on 'Team Building, Conflict Resolution and Motivation' was held on 27th & 28th May, 2024 at Assam Administrative Staff College, Guwahati. The training was organized by Centre for Organisational Development and Leadership, Assam Administrative Staff College, Khanapara, Guwahati and was sponsored by Govt. of Assam.

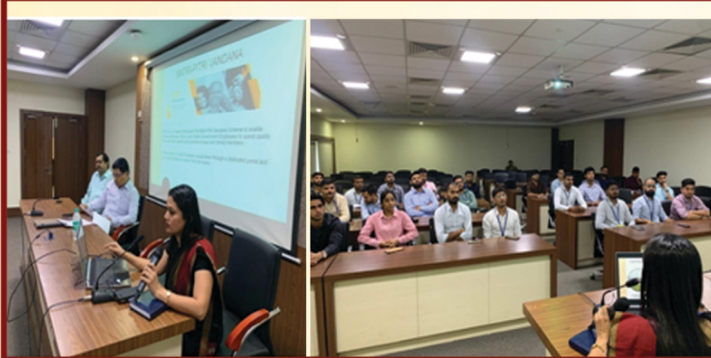
Altogether twenty-six participants from various organisations of Assam Government have attended the training. Sessions on Team Building & Its strategic importance; Conflict Management strategies; Problem-Solving and Decision-Making Techniques; Motivation & Motivational Strategies; Leadership Strategies; Communication Strategies and Conflict Resolution Techniques were held during the training. Resource Persons like Dr. Karabi Goswami, Asstt. Prof, AIM, Amlan Kalita, Certified EI Coach, D, Phukan, CMD, AEC Group of Institution, Shri, PP Majumdar, IAS and Deepankar Bhattacharyya from ZEMIDI took sessions in the training.

## Workshop on Constitutional Law and Governance

Workshop on "Constitutional Law and Governance" was held at Assam Administrative Staff College, Guwahati from 29th to 30th May, 2024. The training was organized by Assam Administrative Staff College, Guwahati and sponsored by Govt. of Assam. Twenty-three (23) participants from various Directorates of Assam have attended the training. Various topics were discussed during the programme viz. Introduction to the Indian Constitution, Fundamental Rights and Duties, Separation of Powers and Federalism, Constitutional Amendments and Interpretation, Constitutional Governance and Rule of Law, Administrative Law and Judicial Review, Constitutional Remedies and Enforcement, Constitutional Ethics and Good Governance



## Interactive Sessions for ASOs of Central Secretariat



58 Assistant Section Officers (ASOs) of Central Secretariat attended interactive sessions on Administration, Governance and Best Practices in Assam in two batches respectively on 28th and 30th May, 2024 at AASC, Khanapara, Guwahati as part of their Bharat Darshan under the Foundation Training Programme conducted by the Institute of Management in Government (IMG), Kerala. The sessions were conducted by the officers of AASC- Shri Monuranjan Payeng, ACS, Smti. Manali Jain, ACS and Shri L.N. Thakur.

## Training on Innovation and Change management

A two day training on "Innovation and Change Management (Centre for Innovation and Futures Studies)" sponsored by Govt. of Assam was conducted at Assam Administrative Staff College, Guwahati, w.e.f. 5<sup>th</sup> - 6<sup>th</sup> June, 2024. The Topics covered in the said training were-

- Innovation and role of innovation in change

management;

- Resistance to change and innovative ways to overcome it;
- Leadership in driving innovation and change;
- 3 Cs of change management;
- Developing High Performance Teams;
- Awareness and desire as tools to change



management and

- Incremental innovation to improve the quality of service.

A total of 43 participants from various Departments and Districts participated in the said training. Shri Pranjoy Arup Das (Educator, Consultant and Trainer), Shri Deepankar Bhattacharjya ( Chief Operating Officer, Zemidi ), Dr. Pranab Baishya (Faculty Member, Institute of Cooperative Management, National Council for Cooperative Training, New Delhi, Ministry of Cooperation, Government of India), Smti Mrinali Barbara (Human Resource Specialist) were the resource persons in the training programme. The participants were very interactive and highly appreciated the lectures of the Resource Persons.



## Training on Introduction to Sustainable Development Goals



A two day training on “Introduction to Sustainable Development Goals and Why They are Necessary for Inclusive and Sustainable Development (Centre for SDGs)” sponsored by Govt. of Assam was conducted at Assam Administrative Staff College, Khanapra, Guwahati, w.e.f. 10th to 11th June, 2024. The Topics covered in the said training were- Brief introduction on SDGs – evolution, adoption, goals, targets and work done on SDGs in Assam; Localization of SDGs in Assam, Assam Agenda and SDG goals, targets and indicators relevant to Departments; Introduction on National Indicator Framework / SIF / SDG India Index indicators and identification of relevant indicators relating to the Department concerned and performance analysis; Action on Climate

Change as key to Sustainable Development with special reference to grassroots level convergence and their management to achieve SDG; Internal monitoring system to track the progress of implementation of the identified schemes of the Departments to achieve SDGs in Assam; Planning for SDGs at grassroots

level and emerging development in planning and monitoring of GP Development Plan; Group exercise to develop a District SDG Plan and their monitoring to track the progress of implementation of the Plan of the related Departments ; Presentation of the District SDG Plan by Group. A total of 14 participants from various Departments and Districts participated in the said training. Smti Manjula Bhuyan, IAS (Retd.) Former Secretary, Dr. J C Phukan, Former Director, P&D and Consultant SDG, Ms. Prayashi Bora, UNDP, Shri Mukunda Upadhaya UNICEF NE/India, Shri Anukriti Kaushal E&Y, Dr. Purabi Nath, SIPRD, The participants were very interactive and highly appreciated the lectures of the Resource Persons.



## Workshop on Good Governance, RTI Act, ARTPS and other

Workshop on “Good Governance, Right to Information Act, ARTPS and other transparency measures” was held at Assam Administrative Staff College, Guwahati from 10th to 12th June, 2024. The training was organized by Assam Administrative Staff College, Guwahati and sponsored by Govt. of Assam. Twenty-three (23) participants from various Directorates of Assam have attended the training. Various topics were discussed during the programme viz. Introduction to Good Governance and its importance, Transparency & Accountability as pillars of Good Governance, Ethics as a pillar of Good Governance: Case Studies, An Introduction to the Right to Information Act, RTI Act: Implementation, Accountability Mechanism & Case Studies, Overview of Assam Right to Public Service Act (ARTPS) & Rules, Implementation, Challenges and Solutions Of ARTPS- An Overview of Services Under Sewa Setu, Emotional Intelligence & its Role in Effective Governance, Learning & Using Emotional Intelligence for Good Governance: Case Studies, Learning & Using Emotional Intelligence for Good Governance: Case Studies, The Art of Communication: Effective Listening and Communication Skills for Good Governance.



## Training on Ethics Values & Empathy

A two-day training on ‘Ethics Values & Empathy’ was held on 12<sup>th</sup> & 13<sup>th</sup> June, 2024 at Assam Administrative Staff College, Khanapara, Guwahati. The training was organized by Centre for Organisational Development and Leadership, Assam Administrative Staff College and was sponsored by Govt. of Assam.

Altogether fifty-three (53) participants from form various organisations of Assam Government

have attended the training. Sessions on Moral Thinking: Introduction to Values and Ethics; Ethical Dilemma and Ethical Courage; Fostering Workplace Ethics in Government Undertakings; Leading with Empathy; iGoT Karmayogi; Five Steps to Embossing Ethics and Empathy; Reflecting on our Personal Values Believe and Experiences Fostering Self Awareness Growth and Connection were held during the training. Resource Persons like Shri. Pranjoy Arup Das, Visiting Faculty and AIM & Life Coach, Dr. KarabiGoswami, Asstt Prof, AIM, Deepankar Bhattacharyya CEO, ZEMIDI took sessions during the training. Team from Assam Administrative Staff College took session on iGoTKarmayogi.



## Training on Accounts and Financial Rules

As per the annual training calendar for the financial year of 2024-25 the Centre for Financial Management under the Assam Administrative Staff College, Khanapara, Guwahati conducted a 2-day training course on “Accounts and Financial Rules with special reference to Assam Public Procurement Act, 2017 & Rules, 2020 and Budget Spredparation” w.e.f. 14th to 15th June, 2024. The topics were AFR 1963 with amendments, Up-to-date correction slips, latest Cash-Law etc., Leave Rules, Budget preparation, Budget Execution, Audit Compliance, Assam Public Procurement Act 2017 & Rules 2020, Fundamental Rules & Supplementary Rules (FR&SR) and a soft skill session on Developing Team Spirit. The resource persons were Shri Ashim Kumar Baruah, AFS (Retd.), Financial Advisor, Shri Saroj Kr. Dora, AFS Financial Advisor, Kokrajhar, BTR, Assam, Shri Sankar Prasad Nandy, IAS (Retd.), Shri Narendra Nath Bora, AFS (Retd.) former Director, Accounts & Treasuries, Assam and Shri Diganta Sarma, Chief Training Consultant, Thot S n Skills, Guwahati. There was also a valuable session on I-GoTKarmayogi, which was taken by Shri Bistirna Barua, ACS, Joint Director of Training, AASC. All the resource persons delivered valuable lectures with Power point Presentation to the participants on the relevant topics.



2-day training course on  
 "Accounts and Financial Rules with special reference to  
 Assam Public Procurement Act 2017 & Rules 2020 and Budget preparation  
 Sponsored by Government of Assam,  
 On 14<sup>th</sup> & 15<sup>th</sup> June, 2024  
 at  
 Assam Administrative Staff College, Guwahati -22



## TRAINING ON THE GROWTH MINDSET

A two day training on “The Growth Mindset (Centre for Innovation and Futures Studies)” sponsored by Govt. of Assam was conducted at Assam Administrative Staff College, Khanapara, Guwahati, w.e.f. 24<sup>th</sup> – 25<sup>th</sup> June, 2024. The Topics covered in the said training were-

- Fundamental concepts of Growth Mindset
- Growth Mindset vis-à-vis Fixed Mindset
- Internal and external roadblocks to Growth Mindset
- Embracing challenges
- Leadership and Growth Mindset
- Dealing with Setbacks and Failures
- Strategies for fostering Growth Mindset

2-day training course on  
 "The Growth Mindset",  
 Sponsored by Govt. of Assam  
 w.e.f. 24<sup>th</sup> to 25<sup>th</sup> June, 2024  
 at  
 Assam Administrative Staff College, Guwahati -22



A total of 46 participants from various Departments and Districts participated in the said training. Shri Pranjoy Arup Das (Educator, Consultant and Trainer), Dr Karabi Goswami (Assistant Professor, Assam Institute of Management), Smti. Reshma N. C. Shah (Education Consultant), Smti. Mrinali Barbara (Human Resource Specialist) were the resource persons in the training programme. The participants were very interactive and highly appreciated the lectures of the Resource Persons.

### A few of other trainings that were conducted :

1. FR & SR and Office Procedure w.e.f. 2nd to 4th January, 2024
2. Attachment of Indian Foreign Services Officers/Trainees of 2023 batch w.e.f. 29th January to 2nd February, 2024
3. Trainings on Emerging Technology w.e.f. 21st to 22nd May, 2024
4. Training on e-Office w.e.f. 27th to 28th May, 2024
5. Training on e-Procurement & GeM w.e.f. 26th to 27th June, 2024
6. Ethics and Value in Administration w.e.f. 3rd to 5th January, 2024
7. Training on e-Prastuti w.e.f. 18th to 20th January, 2024
8. Human Wildlife Conflict management w.e.f. 15th 17th February, 2024



# PHOTO GALLERY



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