

# **Right to Information**

## **Proactive Disclosure under RTI Act, 2005**

### **I**

### **(Particulars of Organization, Functions and Duties)**

Assam Administrative Staff College, Guwahati

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#### **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

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**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

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## **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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## Right to Information

### Proactive Disclosure under RTI Act, 2005 II (Powers and Duties of Officers and Employees)

#### Assam Administrative Staff College, Guwahati

Assam Administrative Staff College has a current **strength of 107** officers and staff comprising 18 officers, 40 Grade III and 49 grade IV employees. The existing men in position are 93 in number and there are 14 vacant positions.

Name of Post	No
Director of Training, borne in IAS	1
Joint Director of Training (ACS-6, AFS-1 and AES-1 (Vacant ACS-1, AES-1)	8
Deputy Director of Training, ACS (vacant)	1
Deputy Director of Training, AFS (F/A)	1
Deputy Director of Training (Computer)	1
Assistant Director of Training (Computer)	1
Administrative Officer, ACS	1
Finance and Accounts Officer	1
Registrar (vacant)	1
Hostel Superintendent	1
Office Superintendent (Vacant)	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

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

Sl. No	Name and Designation	Responsibilities
1	Shri Anjan Chakravarty, IAS, 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.
2	Shri Pabitra Ram Khaund, ACS Joint Director of Training	In charge Training Cell, Faculty
8	Shri Deba Prasad Misra, ACS, Joint Director of Training	Faculty
9	Smti. Swapna Dutta Deka, ACS, Joint Director of Training	Faculty
10	Smti. Vijaylakshmi Barua, ACS, Joint Director of Training	Faculty
11	Smti. Monidipa Borkotoki, ACS, Joint Director of Training	Faculty
12	Shri Jadav Das, AFS, Joint Director of Training(F/A),	Faculty
13	Joint Director of Training, ACS ( <b>Vacant</b> )	Faculty
14	Shri Sandip Roy, AFS, Deputy Director of Training (F/A)	Faculty
15	Shri Laxmi Narayan Thakur, Deputy Director of Training (Computer)	In charge e-Governance cell, management of computer section, State Training Manager , DONER Project, Faculty
16	Smti Nandini Sarma Assistant Director of Training (Computer)	Matters relating to e-Governance cell , Computer section, co-ordinator, RTI Cell, Faculty
17	Prof. Dilip Kr. Barua, Consultant, PETC (Contractual appointment)	To design & conduct coaching, classes to students appearing for Central Civil Service Exam.
18	Shri Arindom Barua, ACS, Administrative Officer, ACS	Details of duties and responsibilities of AO at Annexure II.
19	Joint Director of Training belonging from Assam Education Services	Faculty ( <b>Vacant</b> )
20	Shri Dhruva Jyoti Das Finance and Accounts Officer	All matters relating to finance and accounts. Details of duties and responsibilities of FAO at Annexure I
21	Registrar, ( <b>Vacant</b> )	<ul style="list-style-type: none"> <li>Supervision of all the matter relating to the office establishment works, government rules &amp; regulations, presenting officer of</li> </ul>

		<p>disciplinary proceeding.</p> <ul style="list-style-type: none"> <li>• Maintenance of daily attendance.</li> </ul>
22	Office Superintendent ( <b>Vacant</b> )	<ul style="list-style-type: none"> <li>• Supervision of works of all branches.</li> <li>• PWD issues.</li> <li>• State Plan and Non Plan Budget.</li> <li>• Maintenance of attendance records of staff.</li> <li>• Security-related issues of AASC campus.</li> <li>• Maintenance of guard file, all circulars, rules</li> <li>• Ensuring all work is done timely and files put up on time.</li> <li>• Weekly submission of inspection report of log books of Assistants to Administrative Officer every Friday.</li> <li>• Any other work allotted from time to time.</li> </ul>
23	Shri Anirudha Kr. Saikia, Hostel Superintendent	<ul style="list-style-type: none"> <li>• Cash handling and maintenance of Cash Book</li> <li>• Preparation of contingency bills</li> <li>• Bank reconciliation</li> <li>• Supervision of maintenance of central stock book</li> </ul>

**Duties and responsibilities of Grade III staff.**

Sl.No	Name & Designation of Employee	Duty allotment
1.	Shri Biswajit Paul, Stenographer	Attached to the Director of Training
2.	Shri Nilanjan Sarmah, Stenographer	Attached to the Director of Training (At present he is working in Dispur)
3.	Smti. Jintumoni Daimari	
4.	Shri B. Bhagawati, Senior Assistant	<ul style="list-style-type: none"> <li>• Governor's/C.M's/ Finance Minister's Budget speech</li> <li>• Assembly Questions</li> <li>• Matters relating to ACR of staff</li> <li>• Pension and public grievances</li> <li>• Updation of gradation list of staff.</li> <li>• Observance of Republic Day, Independence Day etc</li> <li>• Maintenance of records of reservation, roster points</li> <li>• Pay fixation issues</li> <li>• Any other work allotted from time to time.</li> </ul>
5.	Shri Hemen Das, Junior Assistant	<ul style="list-style-type: none"> <li>• Court Case matters</li> <li>• E.L./C.L. of staff</li> </ul>

		<ul style="list-style-type: none"> <li>• Matters relating to appointment, promotion, retention of posts, increments etc</li> <li>• Updation of Service Books/Service Rolls and Leave Accounts Statement of staff.</li> <li>• Issue of identity cards</li> <li>• GPF Advance (both refundable &amp; non refundable) of staff and officers.</li> <li>• All other personnel matters of officers &amp; staff</li> <li>• Any other work allotted from time to time</li> <li>• ISO matters</li> </ul>
6.	Shri Chandibor Mili, Junior Assistant	<ul style="list-style-type: none"> <li>• GPF</li> <li>• Telephone//Fax</li> <li>• RTI</li> <li>• Establishment</li> <li>• Course Assistant</li> </ul>
7.	Shri D.C. Das Senior Assistant	<ul style="list-style-type: none"> <li>• Plan &amp; Non Plan Budget preparation</li> <li>• Reconciliation of expenditure figures with A.G.</li> <li>• Monthly expenditure report (both Plan &amp; Non Plan)</li> <li>• Matters relating to Finance Commission's Award</li> <li>• Audit matters</li> </ul>
8.	Smti P.Bharali, Senior Assistant	<ul style="list-style-type: none"> <li>• Preparation of pay bills, medical bills, arrear bills, TA bills etc. of officers &amp; staff</li> <li>• Issue of LPC to officers</li> <li>• Preparation of annual pay statements of officers &amp; staff.</li> <li>• Loans &amp; advance of officers &amp; staff excluding GPF advance</li> <li>• Income Tax calculation of officers &amp; staff</li> </ul>
	Shri P. Choudhury, Junior Assistant	<ul style="list-style-type: none"> <li>• PWD Matters relating to: <ul style="list-style-type: none"> <li>a) construction and maintenance of buildings, including residential quarters, hostel and gymnasium.</li> <li>b) water supply (relating to PWD/PHE)</li> <li>c) power supply (relating to ASEB)</li> <li>d) lift service (relating to PWD Electrical)</li> </ul> </li> <li>• Preparation of Plan proposals relating to</li> </ul>



		<p>PWD.</p> <ul style="list-style-type: none"> <li>• Course Assistant</li> </ul>
9.	Shri S Ghosh, Senior Assistant	<ul style="list-style-type: none"> <li>• PETC</li> <li>• Training Cell as Course Assistant as and when necessary</li> </ul>
10.	Shri S.C. Rajkumar, Library Assistant	<ul style="list-style-type: none"> <li>• Course Assistant as and when necessary</li> </ul>
11.	Shri Mriganka Saikia, Junior Assistant,	<ul style="list-style-type: none"> <li>• Accounts</li> <li>• Training stationery</li> <li>• Misc. equipments</li> <li>• Course Assistant</li> <li>• Miscellaneous</li> <li>• Cleaning &amp; maintains of hostel</li> </ul>
12.	Shri G.Baishya, Tech. Supervisor	<ul style="list-style-type: none"> <li>• Maintenance of computer labs</li> <li>• Support internal/external faculty through LCD/laptop support.</li> <li>• Attend hands-on sessions of computer training.</li> <li>• Recording installation / service report of IT equipment.</li> <li>• Maintain AMC details of IT-related items.</li> <li>• Proper storage of software.</li> <li>• Maintain database of suppliers for IT-related items.</li> <li>• Issues relating to internet facility..</li> <li>• Maintain issue register for recording issue details of computers and IT-related items (subject to the approval of DOT)</li> <li>• Any other works assigned by Dy.Director / Asstt.Director (Computer)</li> </ul>
13.	Shri R.N. Bhattacharyya, Senior Assistant	<ul style="list-style-type: none"> <li>• Matters relating to accommodation of rooms for training courses &amp; contractual seminars/meetings etc.</li> <li>• Course Assistant.</li> </ul>
14.	Shri B. Talukdar, Junior Assistant	<ul style="list-style-type: none"> <li>• Matters relating to cleaning and maintenance works of the officel &amp; gardens</li> <li>• Course Assistant.</li> </ul>
15.	Shri K.Doungel, Junior Assistant	<ul style="list-style-type: none"> <li>• Training Assistant</li> <li>• DoPT correspondence</li> <li>• Training Proposals (both DPT and Government of Assam)</li> </ul>

		<ul style="list-style-type: none"> <li>• Training calendar</li> <li>• Pending courses (Course Directors Report)</li> <li>• State Training Pricy</li> </ul>
16.	Shri T.K.Boro, Junior Assistant	<ul style="list-style-type: none"> <li>• Training Assistant</li> <li>• All matters relating to nomination of Faculties</li> <li>• RU/MT Development Programmes</li> <li>• Maintenance of record of fund received from DoPT and other organization as well as psprojects fuinds</li> <li>• CBPR Project, Training for all (DoPT)</li> <li>• Functional Autonomy.</li> </ul>
17.	Shri Jagannath Das, Junior Assistant	<ul style="list-style-type: none"> <li>• Maintenance of AASC vehicles</li> <li>• Course Assistant.</li> </ul>
18.	Smti M.S.Bhuyan, Asstt. Librarian	<ul style="list-style-type: none"> <li>• Maintenance, cleanliness of library and library books</li> <li>• Proper record-keeping</li> <li>• Systematic and scientific arrangement of books</li> </ul>
19.	Shri Sachin Das, Library Assistant	<ul style="list-style-type: none"> <li>• Assist Librarian &amp; Assistant Librarian in all library-related work</li> </ul>
20.	Miss Bijoya Ray, Library Assistant	<ul style="list-style-type: none"> <li>• Assist Librarian &amp; Assistant Librarian in all library-related work</li> </ul>
21.	Shri Babul Das, Audio Visual Operator	<ul style="list-style-type: none"> <li>• Maintenance of overhead projectors, projection systems, conference address systems including cordless microphones, tie microphones, LCDs, laptops</li> <li>• Duty at training halls/conference venues</li> </ul>
22.	Shri Brojendra Malakar, Audio Visual Operator	- Do -
23.	Shri Jagadish Choudhury, Electrician	<ul style="list-style-type: none"> <li>• Maintenance of generators</li> <li>• Maintenance of all electrical equipment of AASC</li> </ul>

**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 Akhtar Hussain	X	Duty in training cell.
2.	Shri Binoy Boro	No. AS-25-B-2905 (Tata Mini Bus)	Office duty
3.	Shri Amarjit Singha	No. AS-OI-AM-0032 (Maruti Zen Estilo)	Office Duty

4.	Shri Surajit Singh	AS-01-AU-0044 (Scorpio)	Attached with Additional Chief Secretary, Administrative Reforms & Training
5.	Shri Dinesh Khaklary	ASOI-CC/3681 (Mahindra mini bus).	Office duty
6.	Shri Sujit Dev	AS-01-AR-8383 (Tata Indigo)	Attached with Director, AASC
7.		AS-01-V-0013	Attached with Officers

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**Annexure -I**

**THE ASSAM GAZETTE EXTRAORDINARY , OCTOBER 8, 1999                      1076**

**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 functions as the Controlling Officers.
  - (ii) For the maintenance of the accounts of the transaction correctly and in the form 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 advise 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.

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.

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**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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Right to Information

Proactive Disclosure under RTI Act, 2005

III

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

Assam Administrative Staff College, Guwahati

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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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## Right to Information

Proactive Disclosure under RTI Act, 2005

### IV

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

Assam Administrative Staff College, Guwahati

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#### iv

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.



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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

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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.

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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

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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

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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

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

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## 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

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### viii

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

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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 Anjan Chakravarty, IAS,	Director of Training	IAS	Assam Administrative Staff College, Guwahati - 781022	2363325	
2	Shri Pabitra Ram Khaund, ACS	Joint Director of Training	ACS	-do-	2363325 2361593 (EPAB X)	
3	Shri Deba Prasad Misra, ACS,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPAB X)	
4	Smti. Swapna Dutta Deka,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPAB X)	
5	Smti. Vijaylakshmi Barua,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPAB X)	
6	Smti. Monidipa Borkotoki,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPAB X)	
7	Shri Jadav Das,	Joint Director of Training (F/A)	AFS	-do-	2363325 2361593	

					(EPAB X)	
8	Vacant	Joint Director of Training	ACS	-do-		
9	Vacant	Joint Director of Training	AES	do		
10	Vacant	Deputy Director of Training	ACS	do		
11	Shri Sandip Roy,	Deputy Director of Training (F/A)	AFS	do	2363325 2361593 (EPAB X)	
12	Shri Lakshmi Narayan Thakur,	Deputy Director of Training (Computer)	Ex Cadre	do	2363325 , 2362372 2361593 (EPAB X)	
13	Smti Nandini Sarma	Assistant Director of Training (Computer)	Ex Cadre	-do-	2363325 2361593 (EPAB X)	
14	Prof. Dilip Kr. Barua,	Consultant, PETC (Contractual appointment)	-	-do-	2363325 2361593 (EPAB X)	
15	Shri Arindom Barua,	Administrative Officer	ACS	do	2363325 , 2362372 2361593 (EPAB X)	
16	Shri Dhruba Jyoti Das	FAO	AFS	do	2363325 , 2362372 2361593 (EPAB X)	
17	Vacant	Registrar	-	do	-	
18	Vacant	Superintendent (office)		do		
19	Shri A.K. Saikia	Superintendent (Hostel)		do	2363325 2361593 (EPAB X)	

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>EMPLOYEES</b>						
<b>SENIOR ASSISTANTS</b>						
1.	Shri D.C. Das,	Senior Assistant	Grade - III	Assam Administrative Staff College, Guwahati - 781022	2363325 2361593 (EPAB X)	
2.	Smt.P.Bharali	Senior Assistant	Grade - III	-do-	-do-	
3.	Shri R.N. Bhattacharyya,	Senior Assistant	Grade - III	-do-	-do-	
4.	Shri B.Bhagabati,	Senior Assistant	Grade - III	-do-	-do-	
5.	Shri S. Ghosh,	Senior Assistant	Grade - III	-do-	-do-	
6.	Shri P. Choudhury,	Senior Assistant	Grade - III	-do-	-do-	
7.	Shri T.K. Boro,	Senior Assistant	Grade - III	-do-	-do-	
<b>JUNIOR ASSISTANTS/LIBRARY ASSISTANTS</b>						
8.	Shri Hemen Das,	Junior Assistant	Grade - III	-do-	-do-	
9.	Shri Sachin Das,	Library Astd.	Grade - III	-do-	-do-	
10.	Shri B. Talukdar,	Junior Assistant	Grade - III	-do-	-do-	
11.	Shri Jagannath Das,	Junior Assistant	Grade - III	-do-	-do-	
12.	Shri K. DOUNGEL,	Junior Assistant	Grade - III	-do-	-do-	
13.	Shri S. Rajkumar,	Library Assistant	Grade - III	-do-	-do-	
14.	Shri Chanidibor Mili	Junior Assistant	Grade - III	-do-	-do-	
15.	Shri Mriganka Saikia,	Junior Assistant	Grade - III	-do-	-do-	
16.	Miss Bijoya Ray,	Library Assistant	Grade - III	-do-	-do-	
17.	Vacant	Junior Assistant	Grade - III	-do-	-do-	
18.	Vacant	Junior Assistant	Grade - III	-do-	-do-	
19.	Vacant	Junior Assistant	Grade - III	-do-	-do-	



<b>LIBRARIAN/ASTT. LIBRARIAN / STENOGRAPHERS</b>						
20	Vacant	Librarian	Grade-III			
21	Smti M.S. Bhuyan,	Astt. Librarian	Grade - III	-do-	-do-	
22	Shri B. Paul, Steno	Stenographer	Grade - III	-do-	-do-	
23	Shri N. Sarma, Steno	Stenographer	Grade - III	-do-	-do-	
24	Smti J. Daimari			-do-	-do-	

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

25	Shri G. Baishya,	Tech. Supervisor		-do-	-do-	
26	Vacant	Tech Operator	Grade - III			
27	Shri J. Choudhury,	Electrician	Grade - III	-do-	-do-	
28	Shri Babul Das,	AVO	Grade - III	-do-	-do-	
29	Shri B. Malakar,	AVO	Grade - III	-do-	-do-	

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>DRIVERS</b>						
30	Shri Akhtar Hussain,	Driver.	Grade - III	-Assam Administrative Staff College, Guwahati - 781022	2363325 2361593 (EPABX)	
31	Shri Binoy Boro,	Driver.	Grade - III	-do-	-do-	
32	Shri Amarjit Singha	Driver.	Grade - III	-do-	-do-	
33	Shri B.R. Das, Driver.	Driver.	Grade - III	-do-	-do-	
34	Shri Dinesh Khaklary	Driver.	Grade - III	-do-	-do-	
35	Shri Sujit Dev,	Driver.	Grade - III	-do-	-do-	
36	Shri Surajit Singh,	Driver.	Grade - III	-do-	-do-	
37	Vacant	Driver.	Grade - III	-do-		
38	Vacant	Driver.	Grade - III	-do-		
<b>COOK/PUMP OPERATORETC.</b>						
39	Shri I. Sarma,	Cook	Grade - III	-do-	-do-	



26	Shri Mukut Dutta,	Peon	Grade -IV	-do-	-do-	
27	Shri Nareswar Das,	Peon	Grade -IV	-do-	-do-	
28	Shri Pankaj Das	Peon	Grade -IV	-do-	-do-	
29	Shri Prabin Boro,	Mali	Grade -IV	-do-	-do-	
30	Shri Prabin Lahkar,	Peon	Grade -IV	-do-	-do-	
31	Shri Rajen Shah,	Chowkidar	Grade -IV	-do-	-do-	
32	Shri R.N. Choudhury,	Chowkidar	Grade -IV	-do-	-do-	
33	Shri Rajbir Singh,	Sweeper	Grade -IV	-do-	-do-	
34	Shri R.P. Mahato,	Mali	Grade -IV	-do-	-do-	
35	Shri Ratneswar Deka,	Hostel Attendant	Grade -IV	-do-	-do-	
36	Shri S.R. Basumatary,	Peon	Grade -IV	-do-	-do-	
37	Shri Sayed Ali,	Dining Hall Bearer	Grade -IV	-do-	-do-	
38	Shri U. Basfor	Sweeper	Grade -IV	-do-	-do-	
39	Shri Unish Ali,	Hostel Attendant	Grade -IV	-do-	-do-	
40	Smti. Meera Basfor,	Sweeper	Grade -IV	-do-	-do-	
41	Vacant	Head of Peon	Grade - IV	-do-		
42	Vacant	Duftry	Grade - IV	-do-		
43	Vacant	Peon	Grade - IV	-do-		
44	Vacant	Peon	Grade - IV	-do-		
45	Vacant	Peon	Grade - IV	-do-		
46	Vacant	Peon	Grade - IV	-do-		
47	Vacant	Peon	Grade - IV	-do-		
48	Vacant	Peon	Grade - IV	-do-		
49	Vacant	Peon	Grade - IV	-do-		
50	Vacant	Peon	Grade - IV	-do-		
51	Vacant	Dining hall bearer	Grade - IV	-do-		
52	Vacant	Dining hall bearer	Grade - IV	-do-		

53	Vacant	Mali	Grade - IV	-do-		
54	Vacant	Class room attendant	Grade - IV	-do-		

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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

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Monthly remuneration received by officers & employees of AASC

**Remuneration of officers.**

Sl.No.	Name	Basic Pay in Rs.	Grade Pay in Rs	Gross in Rs
1.	Shri Anjan Chakravarty,	35770	7600	117316
2.	Shri Pabitra Ram Khaund,	25010	6600	72671
3.	Shri Deba Prasad Misra,	26630	6600	76365
4.	Smti. Swapna Dutta Deka,	25660	6600	69314
5.	Smti. Vijaylakshmi Barua,	26630	6600	76365
6.	Smti. Monidipa Borkotoki,	25660	6600	69314
7.	<i>Shri Jadav Das,</i>			<i>Salary not drawn in AASC</i>
8.	Shri Sandip Roy, AFS,	17260	6300	54317
9.	Shri Lakshmi Narayan Thakur,	21800	6300	60453
10.	Smti Nandini Sarma	19130	6100	58125
11.	Shri Arindom Barua,	19550	6600	60223
12.	<i>Shri Dhruba Jyoti Das</i>			<i>Salary not drawn in AASC</i>
13.	Shri A.K. Saikia	20730	4600	54553
14.				

**Remuneration of Staff.**

Sl.No.	Name	Basic Pay in Rs.	Grade Pay in Rs	Gross in Rs
1.	Shri G. Baishya	14740	4300	41155
2.	Smti. M.Saikia Bhuyan	16220	3300	42178
3.	Shri B. Paul	19950	3100	49697
4.	Shri Nilanjan Sarma	14860	3100	41549
5.	Smti. Jinumoni Damari	8130	2900	25749
6.	Shri Deben Ch. Das	15220	3100	39622
7.	Shri R.N. Bhattacharyya	14950	3300	39473
8.	Smti. P. Bharali	14950	3300	42211
9.	Shri B. Bhagawati	14950	3300	39473
10.	Shri Sankar Ghosh	14250	3300	40615
11.	Shri P. Chowdhury	14830	3100	38791
12.	Shri Hemen Das	13570	2700	35255

13.	Shri Sachin Das	13290	2700	37058
14.	Shri Tarini Kt. Boro	13470	3100	35894
15.	Shri Jagannath Das	12990	2700	34020
16.	Shri Baikuntha Talukdar	12660	2700	33317
17.	Shri S. Rajkumar	10480	2700	28673
18.	Shri K. Doungel	10480	2700	28673
19.	Shri Chandibor Mili,	6620	2400	21166
20.	Shri Mriganka Saikia	6350	2400	20551
21.	Miss. Bijoya Ray			
22.	Shri Jagadish Choudhury	10240	2700	28162
23.	Shri Babul Das	11350	2400	31951
24.	Shri Brajendra Malakar	6880	2200	21302
25.	Shri Akhtar Hussain	10820	2100	28120
26.	Shri Binoy Boro	10870	2400	30856
27.	Shri Bistu Ram Das	10200	2400	29328
28.	Shri Amarjit Singha	10200	2400	27438
29.	Shri Dinesh Khaklary	9940	2400	28735
30.	Shri Surajit Singh	9020	2200	24499
31.	Shri Sujit Dev	9040	2400	24967
32.	Shri Deben Ch. Kalita	10800	2100	28077
33.	Shri Indreswar Sarma	10370	2100	27161
34.	Shri Bhabin Boro	6370	2000	19684
35.	Shri Ramu Boro	9950	1800	27391
36.	Shri Prabin Lahkar	9000	1800	25224
37.	Shri Nareswar Das	9000	1800	25224
38.	Shri R.N. Choudhury	8820	1500	22582
39.	Shri D. Rajbongshi	11110	1800	30035
40.	Smti Minoti Das	6870	1600	19891
41.	Shri Abdul Hamid	7380	1600	21074
42.	Shri Rajbir Singh	8070	1800	21623
43.	Shri Sayed Ali	8070	1800	21623
44.	Shri Kaiser Ali	9000	1800	25224
45.	Shri Madhu Ram Deka	9000	1800	25224
46.	Shri Kandarpa Deka	8070	1800	21623
47.	Smti Junu Das	8280	1800	22070
48.	Shri Mukut Dutta	7380	1600	19727
49.	Shri Unish Ali	9000	1800	25224
50.	Shri Abul Ali	8080	1800	23126
51.	Shri Jatil Bordoloi	8060	1500	20963
52.	Shri Basanta Talukdar	8880	1800	23348
53.	Shri Babul Shyam	8400	1800	22326
54.	Shri S.R. Basumatary	8560	1800	22667
55.	Shri Mantu Ram Das	8560	1800	22667
56.	Shri Biren Kalita	8070	1800	23104
57.	Shri A.S. Ali	9000	1800	23604
58.	Smti Anjana Das	7380	1600	19727
59.	Shri Mukul Das	7280	1600	21346
60.	Smti Meera Devi	9000	1800	23604
61.	Shri Prabin Boro	8070	1800	23104
62.	Shri R.P. Mahato	7760	1500	20324
63.	Smti. Maya Rani Dev	8070	1800	21623
64.	Shri Ratneswar Deka	8070	1800	23104
65.	Shri Ashit Das	7380	1600	19727
66.	Shri Upendra Basfor	8070	1800	21623
67.	Shri Deepak Sarma	8070	1800	21623

68.	Shri R.N. Shah	9000	1800	23604
69.	Shri Ajoy Boro	8070	1800	23104
70.	Smti Jeuti Das	7380	1600	19727
71.	Shri Hari Ch. Kalita	8950	1500	24427
72.	Shri Pankaj Das	7380	1600	19727
73.	Smti. Bindia Basfor	9750	1800	25202
74.	Smt Meera Basfor	6200	1500	17001

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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

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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

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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.

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## 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

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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
1. 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 act1946
10. Foreigners from uganda order, 1972
11. Foreigners law (application and amendment) act, 1962
12. Foreigners orders 1948 order under the foreignersact, 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 minsters' salaries and allowances (amendment)
    5. The Assam minsters' 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

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## 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:

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### 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

Mrs. Maina Saikiah Bhuyan,  
Assistant Librarian, AASC

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## **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.

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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

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XVI

Sl. No.	Name	From which services	Designation	Ph. No.
1	<b>Shri Anjan Chakravarty,</b>	<b>IAS,</b>	Director of Training, Assam Administrative Staff College, Guwahati – 22 & First Appellate Authority, Assam Administrative Staff College, Guwahati – 22.	2363325 2361593 (EPABX)
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.	2363325 2361593 (EPABX)

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Right to Information

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

Assam Administrative Staff College, Guwahati

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**Expenditure statement up to 31.3.16 under plan and Non-Plan for 2015-16**

(Rs in lakh)

Sub head	Detail Head	Sub Detail Head	Budget Provision	Expenditure	Balance
0505	01. Salary		415,72,000/-	333,52,703/-	82,19,297/-
0505	02. Wages		78,000/-	58,500/-	19,500/-
0505	03 T.E		4,50,000/-	3,44,493/-	1,05,507/-
0505	04. O.E-	03-Elect.&Water	54,00,000/-	50,45,360/-	3,54,640/-
		99-Others	20,00,000/-	<u>19,99,804/-</u>	<u>196/-</u>
				<b>70,45,164/-</b>	<b>3,54,836/-</b>
0505	5.P.P&S.S	99-Others	50,000/-	11,492/-	38,508/-
0505	7.Pub.	99-Others	35,000/-	Nil	35,000/-
0505	11. Hospitality	99-Others	10,000/-	Nil	10,000/-
0505	14. Minor Work	99-Others	2,00,000/-	78,030/-	1,21,970/-
0505	15. Mach.& Equipment	99-Others	2,00,000/-	1,62,890/-	37,110/-
0505	17 Maintanance	99-Others	40,00,000/-	Nil	40,00,000/-
0505	19. Material Supply.	99-Others	1,50,000/-	27,748/-	122252/-



**Sanctioning Received from Government of India during 2015 -16**

Sl. No	Course Title	Duration		Govt. Sanction No.	Amount (in lakh)	No. of participants
		From	To			
1.	Right to Information Act,2005	27 /4/2015	29/4/2015	No.12021/38/2014-TFA, dated 30.07.2015	117000.00	26
2.	Court Procedure	24/4/2015	22/4/2015		76500.00	17
3.	Accounts, Financial Rules & Procurement procedure for Police DDOs,DSPs & SPs	27/4/2015	29/4/2015		126000.00	28
4.	MS Word & Power Point	24/6/2015	26/6/2015		112500.00	25
5.	Less Paper Office	4/6/2015	6/6/2015		67500.00	15
6.	Ethics & Values in Governance	6/5/2015	8/5/2015		112500.00	25
7.	Disciplinary & Appeal Rules	6/5/2015	8/5/2015		135000.00	30
8.	Team Building & Leadership	11/5/2015	13/5/2015		130500.00	29
9.	Revenue Administration	18/05/2015	20/5/2015		112500.00	25
10.	Office Procedure & Service Rules	22/6/2015	24/6/2015		112500.00	25
11.	Accounts & Financial Rules	8/6/2015	10/6/2015		85500.00	19
12.	Linneux & Libre Office	22/4/2015	24/4/2015		112500.00	25
13.				TOTAL	1300500.00	

Sl. No	Course Title	Duration		Govt. Sanction No.	Amount (in lakh)	No. of participants
		From	To			
1.	Assam Right to Public Services Act,2012 (ARTPS)	20/7/2015	22/7/2015	No.12021/38/2014-TFA, dated 31.07.2015	112500.00	25
2.	Cyber Security	17/8/2015	19/8/2015		112500.00	25
3.	Less Paper Office	3/8/2015	5/8/2015		112500.00	25
4.	Preparation of Budget	27/7/2015	29/7/2015		112500.00	25
5.	MS Excel	14/7/2015	16/7/2015		112500.00	25
6.	Accounts, Financial Rules & Procurement procedure for Police	3/8/2015	5/8/2015		112500.00	25



	DDOs,DSPs & SPs					
7.	MS Excel	24/8/2015	26/8/2015		112500.00	25
8.	Role & Responsibilities of DDOs	20/7/2015	22/7/2015		112500.00	25
9.	Ethics & Value in Governance	10/8/2015	12/8/2015		112500.00	25
10.	e- Governance	28/9/2015	30/9/2015		112500.00	25
11.	Revenue Administration	13/7/2015	15/7/2015		112500.00	25
12.	Project Management	6/7/2015	8/7/2015		112500.00	25
13.	Linneux & Libre Office	13/7/2015	15/7/2015		112500.00	25
14.				TOTAL	1462500.00	

Sl. No	Course Title	Duration		Govt. Sanction No.	Amount (in lakh)	No. of participants
		From	To			
1.	DOT	25/5/2015	29/5/2015	No.12021/38/2014-TFA, dated 30.07.2015	120000.00	12
2.	EOT	22/6/2015	26/6/2015		160000.00	16
3.						
4.				TOTAL	280000.00	

Sl. No	Course Title	Duration		Govt. Sanction No.	Amount (in lakh)	No. of participants
		From	To			
1.	Mentoring	27/7/2015	29/7/2015	No.12021/38/2014-TFA, dated 31.07.2015	54000.00	9
				TOTAL	54000.00	

Sl. No	Course Title	Duration		Govt. Sanction No.	Amount (in lakh)	No. of participants
		From	To			
1.	Induction Training Programme for	27/7/2015	29/7/2015		6300000.00	350

	350 newly recruited frontline Government functionaries of the State Govt. of Assam @ Rs.1500/- Kamrup,Nalbari,Goalpara, Nagaon and Cachher			No.12021/35/2014-TFA, dated 8.09.2015		
					6300000.00	

Sl. No	Course Title	Duration		Govt. Sanction No.	Amount (in lakh)	No. of participants
		From	To			
1.	Cyber Security	2/11/2015	4/11/2015	No.12021/38/2014-TFA, dated 22/02/2015	112500.00	25
2.	e- Governance	26/10/2015	28/10/2015		112500.00	25
3.	Project Management	2/11/2015	4/11/2015		94500.00	21
4.	Magistracy course for ACS Officers	14/12/2015	16/12/2015		112500.00	25
5.	Accounts & Financial Rules	2/11/2015	4/11/2015	(N:B: 130500/- Sanctioned)	99000.00	22
6.				TOTAL	531000.00	

Sl. No	Course Title	Duration		Govt. Sanction No.	Amount (in lakh)	No. of participants
		From	To			
1.	DOT	14/12/2015	18/12/2015	No.12021/38/2014-TFA(Pt.), dated 23/02/2016	120000.00	12
2.	EOT	05/10/2015	09/10/2015		160000.00	16
				TOTAL	280000.00	

**Training courses conducted during 2015 – 16 by the Assam Administrative Staff College, Guwahati - 22.**

Sl. No	Name of course	Duration		Course Director	Course Assistant	Sponsored By	Nos. of participants
		From	To				
1.	In-service Training Programme at LKY School on Public Policy, Singapore (Backlog)	06/04/2015	10/04/2015	Miranda Das	T.Boro	GoA	20
2.	Programme on Civil Service Day	20/04/2015		P.R.Khaund	T.Boro	GoA	00
3.	Court Procedure	20/04/2015	22/04/2015	P.R.Khaund	R.Bhatta	DoPT/GoI	17
4.	Linux & Libre Office	20/04/2015	24/04/2015	L.N.Thakur	J.Das	DoPT/GoI	16
5.	1st Non-Banking Financial Companies	27/04/2015	28/04/2015	D.J.Kalita	K.Doungel	GoA (Finance)	22
6.	1st ToT on Good Governance	27/04/2015	29/04/2015	D.Misra	S.Rajkumar	DAR&PG/ GoI	16
7.	Right to Information Act, 2005	27/04/2015	29/04/2015	Vijaylakhmi Barua	S.Ghosh	DoPT/GoI	26
8.	Accounts, Financial Rules & Procurement for Police – DDOs, DSPs & SPs	27/04/2015	29/04/2015	S.Roy	B.Talukdar	DoPT/GoI	28
9.	One Day Sensitization on Implementation of State Training Policy, 2012 with special emphasis on adoption of SAT (Backlog)	20th May, 2015		P.R.Khaund	B.Talukdar	GoA	14
10.	2nd ToT on Good Governance	05/05/2015	07/05/2015	D.Misra	S.Rajkumar	DAR&PG/ GoI	19
11.	Disciplinary & Appeal Rules	06/05/2015	08/05/2015	D.J.Kalita	K.Doungel	DoPT/GoI	37

12.	Interpersonal Relationship (Backlog)	11/05/2015	13/05/2015	D.Misra	S.Rajkumar	DoPT/GoI	15
13.	3rd ToT on Good Governance	11/05/2015	13/05/2015	D.Misra	S.Rajkumar	DAR&PG/ GoI	21
14.	Induction Training Programme on Nagaland Civil Service	19/05/2015	23/05/2015	D.Misra	S.Rajkumar	Govt. of Nagaland	20
15.	2nd Non-Banking Financial Companies	25/05/2015	26/05/2015	S.Roy	C.Mili	GoA (Finance)	12
16.	4th ToT on Good Governance	27/05/2015	29/05/2015	D.Misra	S.Rajkumar	DAR&PG/ GoI	26
17.	One Day Sensitization Workshop on State Training Policy, 2012	1st June, 2015		L.N.Thakur	S.Ghosh	GoA	32
18.	Less Pasper Office	04/06/2015	06/06/2015	L.N.Thakur	J.Das	DoPT/GoI	15
19.	Team Building & Leadership	04/06/2015	06/06/2015	P.R.Khaund	C.Mili	DoPT/GoI	29
20.	Departmental Proceedings	08/06/2015	10/06/2015	Swapna Dutta	S.Ghosh	GoA	31
21.	Accounts & Financial Rules	08/06/2015	12/06/2015	S.Roy	R.Bhatta	DoPT/GoI	19
22.	Management of Training	08/06/2015	12/06/2015	N.Sarma	J.Das	GoA	10
23.	3rd Non-Banking Financial Companies	15/06/2015	16/06/2015	D.Misra	S.Rajkumar	GoA (Finance)	19
24.	Empowerment of Women	15/06/2015	17/06/2015	Vijaylakhmi	B.Talukdar	GoA	11

				Barua			
25.	Officer Procedure & Service Related Rules	15/06/2015	19/06/2015	Swapna Dutta	S.Ghosh	DoPT/GoI	25
26.	Evaluation of Training (EoT) (Trainer Development Programmes)	22/06/2015	26/06/2015	Miranda Das	B.Bhagawati	DoPT/GoI	19
27.	M.S. Word & Power Point	24/06/2015	26/06/2015	N.Sarma	J.Das	DoPT/GoI	26
28.	Right to Information Act, 2005	24/06/2015	26/06/2015	L.N.Thakur	B.Talukdar	GoA	21
29.	One - Day Workshop on e-Governance Practices in collaboration with CIPS, Hyderabad	26/06/2015		P.R.Khaund	T.Boro	CIPS, Hyderabad	65
30.	Ethics & Values in Governance	29/06/2015	01/07/2015	Miranda Das	R.Bhatta	DoPT/GoI	15
31.	Direct Trainer Skills (Backlog of 2014-15)	29/06/2015	03/07/2015	D.Misra	S.Rajkumar	DoPT/GoI	19
32.	Orientation Course of probationers of Assam, Meghalaya Cadres	29/06/2015	04/07/2015	Vijaylakhmi Barua	S.Ghosh	GoA	7
33.	Facilitation Skills (Backlog of 2014-15)	06/07/2015	08/07/2015	Miranda Das	C.Mili	DoPT/GoI	9
34.	Project Management	06/07/2015	08/07/2015	P.R.Khaund	R.Bhatta	DoPT/GoI	32
35.	Design of Training (DoT) (Backlog of 2014-15)	06/07/2015	10/07/2015	L.N.Thakur	S.Rajkumar	DoPT/GoI	11
36.	Office Procedure, Accounts & Financial Rules for officers of Information & Public Relations Department	06/07/2015	10/07/2015	Swapna Dutta	Hemen Das	GoA	22
37.	MS Excel	14/07/2015	16/07/2015	N.Sarma	J.Das	DoPT/GoI	22

38.	Assam Right to Public Services Act, 2012	20/07/2015	22/07/2015	P.R.Khaund	S.Ghosh	DoPT/GoI	40
39.	Role and Responsibilities of DDOs	20/07/2015	22/07/2015	A.Barua	S.Rajkumar	DoPT/GoI	21
40.	Linux & Libre Office	20/07/2015	24/07/2015	N.Sarma	J.Das	DoPT/GoI	15
41.	4th Non-Banking Financial Companies	23/07/2015	24/07/2015	S.Roy	C.Mili	GoA (Finance)	24
42.	Mentoring	27/07/2015	29/07/2015	Miranda Das	R.Bhatta	DoPT/GoI	27
43.	Preparation of Budget	27/07/2015	29/07/2015	S.Roy	S.Ghosh	DoPT/GoI	26
44.	1st 6-Day Training Programme on Capacity Building for Officers of Food, Civil Supplies and Consumer Affairs Department	27/07/2015	01/08/2015	Miranda Das	K.Doungel	GoA (FCS &CA)	38
45.	One Day workshop for Nodal Officers of District training Programme	3/08/2015		Swapna Dutta	S.Ghosh	GoA	15
46.	Accounts, Financial Rules & Procurement for Police-DDOs, DSPs & SPs	03/08/2015	05/08/2015	Sandip Roy	S.Ghosh	DoPT/GoI	30
47.	Ethics & Value in Governance	10/08/2015	12/08/2015	Miranda Das	J.Daimary	DoPT/GoI	28
48.	Empowerment of Women	10/08/2015	12/08/2015	Monidipa Borkotoki	B.Talukdar	GoA	26
49.	Cyber Security	17/08/2015	19/08/2-15	L.N.Thakur	Hemen Das	DoPT/GoI	17
50.	Leadership & Motivation	17/08/2015	19/08/2-15	D.Misra	R.Bhatta	GoA	32
51.	Management of Training (Mot)	17/08/2015	21/08/2015	Miranda Das	C.Mili	GoA	21
52.	Accounts & Financial Rules	17/08/2015	21/08/2015	S.Roy	S.Ghosh	GoA	27
53.	1st ToT on District Training Programme on (a) Office Procedure	17/08/2015	21/08/2015	Swapna Dutta	P.Choudhury	GoA	17
	(b) Financial Management	17/08/2015	18/08/2015				
54.	2nd 6-Day Training Programme on Capacity Building for Officers of Food, Civil Supplies and	17/08/2015	22/08/2015	Miranda Das	K.Doungel	GoA (FCS &CA)	36

	Consumer Affairs Department						
55.	M.S. Excel	24/08/2015	26/08/2014	L.N.Thakur	B.Bhagawati	GoA	24
56.	Court Procedure	24/08/2015	26/08/2014	Swapna Dutta	P.Choudhury	GoA	37
57.	Assam Right to Public Service Act, 2012	24/08/2015	26/08/2014	P.R.Khaund	M.Saikia	GoA	31
58.	Two week Joint Induction course for ACS & Allied Services	31/08/2015	12/09/2015	D.Misra/ Miranda Das	S.Ghosh K.Doungel S.Rajkumar	GoA	214
59.	Less Paper Office (Secretariat Less Paper Office)	09/09/2015	11/09/2015	N.Sarma	B.B hagawati	DoPT/GoI	20
60.	Three-Week Foundation Training Course for Assam Civil Service Probationers, 2015 batch	14/09/2015	03/10/2015	D.Misra/ Swapna Dutta	K.Doungel/ S.Rajkumar C.Mili	GoA	87
61.	Gender Issues	16/09/2015	18/09/2015	Monidipa Borkotoki	B.Bhagawati	GoA	31
62.	Departmental Proceedings	16/09/2015	18/09/2015	P.R.Khaund	P.Choudhury	GoA	19
63.	5th Non-Banking Financial Companies (NBFC)	28/09/2015	29/09/2015	A.Baura	T.Boro	GoA (Finance)	29
64.	Special One week Course for probationers of AGMUT & North East Cadres	28/09/2015	03/2015	Monidipa Borkotoki	M.Saikia	LBSNAA	23
65.	Evaluation of Training (EoT)	05/10/2015	09/10/2015	L.N.Thakur	C.Mili	DoPT/GoI	22
66.	Basic Training course on Training Needs Analysis (TNA)	05/09/2015	16/10/2015	N.Sarma	J.Das	GoA	9
67.	One Day Regional Workshop on Right to Information Act	7/10/2015		Vijaylakhmi Barua	S.Ghoh	DAR&PG/GoI	157
68.	E-Governance	12/10/2015	14/10/2015	L.N.Thakur	B.Bhagawati	GoA	31

69.	Accounts & Financial Rules	12/10/2015	16/10/2015	S.Roy	C.Mili	GoA	27
70.	3rd Capacity Building Training Course for Officers of Food, Civil Supplies and Consumer Affairs	12/10/2015	17/10/2015	Vijaylakhmi Barua	B.Bhagawati	FCS&CA/GoA	25
71.	4th Capacity Building Training Course for Officers of Food, Civil Supplies and Consumer Affairs	26/10/2015	31/10/2015	P.R.Khaund	T.Boro	FCS&CA/GoA	26
72.	6th Non Banking Financail Companies	28/10/2015	29/10/2015	S.Roy	M.Saikia	GoA (Finance)	20
73.	Assam SC/ST Reservation Act	28/10/2015	29/10/2015	Monidipa Borkotoki	B.Bhagawati	GoA	30
74.	E-Governance	28/10/2015	30/10/2015	N.Sarma	Hemen Das	DoPT/GoI	34
75.	Accounts & Financial Rules	02/11/2015	04/11/2015	A.Barua	T.Boro	DoPT/GoI	21
76.	Project Management	02/11/2015	04/11/2015	P.R.Khaund	C.Mili	DoPT/GoI	21
77.	5th Capacity Building Training Course for Officers of Food, Civil Supplies & Consumer Affairs	02/11/2015	07/11/2015	D.Misra	S.Rajkumar	GoA FCS& CA	22
78.	Leadership & Motivation for Officers of Forest Department	11/11/2015	13/11/2015	D.Misra	S.Rajkumar	GoA	16
79.	Less Paper Office	11/11/2015	13/11/2015	L.N.Thakur	Hemen Das	GoA	15
80.	Empowerment of Women for Officials of DIPR	11/11/2015	13/11/2015	Monidipa Borkotoki	B.Bhagawati	DIPR/GoA	20



81.	Change Management	11/11/2015	13/11/2015	D.Mistra	S.Rajkumar	GoA	15
82.	Accounts & Financial Rules for Police Officers serving as DDOs	16/11/2015	20/11/2015	S.Roy	C.Mili	GoA	34
83.	ToT on District Training Programme on Office Procedure & Financial Management	16/11/2015	20/11/2015	Swapna Dutta	S.Ghosh	GoA	35
84.	e-Governance	18/11/2015	20/11/2015	L.N.Thakur	J. Das	GoA	10
85.	Assam SC/ST Reservation Act & Rule	26/11/2015	27/11/2015	Vijaylakshmi Barua	K.Doungel	GoA	31
86.	One Day Sensitization Workshop on Role of Department in the Process of Implementation of State Training Policy, 2012	30/11/2015		Vijaylakshmi Barua	J.Daimary	GoA	20
87.	Ethical Decision Making in Government	30/11/2015	01/12/2015	Swapna Dutta	C.Mili	GoA	10
88.	Office Procedure, Accounts & Financial Rules	30/11/2015	05/12/2015	A.Barua	M.Saikia	GoA	29
89.	2-Day Workshop on Training of Training on Induction Training Programme	30/11/2015	01/12/2015	Monidipa Borkotoki	C.Mili	DoPT/GoI	22
90.	Basic Training Course on Facilitation Skills	03/12/2015	05/12/2015	N.Sarma	J. Das	GoA	14
91.	Court Procedure	03/12/2015	05/12/2015	P.R.Khaund	B.Bhagawati	GoA	9
92.	Leadership Motivation	03/12/2015	05/12/2015	D.Misra	B.Talukdar	GoA	20
93.	Project Management	07/12/2015	11/12/2015	Vijaylakshmi Barua	K.Doungel	GoA	23

94.	Office Procedure and Accounts Management	07/12/2015	11/12/2015	S.Roy	B.Bhagawati	GoA	28
95.	One Day Sensitization Workshop on Implementation State Training Policy with special emphasis on adoption of SAT by Department/Directorates.	19/12/2015		P.R.Khaund	C.Mili	GoA	24
96.	Basic Training Course on Mentoring Skills	21/12/2015	23/12/2015	N.Sarma	T.Boro	GoA	11
97.	ToT on Good Governance (2nd ARC Module)	21/12/2015	23/12/2015	D.Misra	B.Bhagawati	GoA	12
98.	Soft Skills & Effective Communication Skills for Tourism Department	28/12/2015	30/12/2015	L.N.Thakur	Hemen Das	GoA	12
99.	One Day Sensitization Workshop on Role of Department in the Process of Implementation of State Training Policy, 2012	02/01/2016		N.Sarma	T.Boro	GoA	19
100.	Two-Week North East Darshan for probationers of AGMUT & North East Cadres	03/01/2016	16/01/2016	Swapna Dutta	M.Saikia	LBSNAA	22
101.	Executive Skill Enhancement Programme for North East Officials	04/01/2016	09/01/2016	L.N.Thakur	T.Boro	NISG	34
102.	Experiential Learning Tools (ELT)	04/01/2016	08/01/2016	Swapna Dutta	K.Doungel	DoPT/GoI	13
103.	Accounts & Financial Rules for Police Officers serving as DDOs	04/01/2016	08/01/2016	Vijaylakhmi Barua	B.Bhagawati	GoA	18
104.	Ethical Decision Making in Government	11/01/2016	12/01/2016	K.Rajkhowa	C.Mili	GoA	12
105.	Less Paper Office	11/01/2016	13/01/2016	N.Sarma	J.Das	GoA	14
106.	Assam Right to Public Service Act, 2012	11/01/2016	13/01/2016	Swapna Dutta	T.Boro	GoA	44
107.	Linux & Libre Office	18/01/2016	22/01/2016	N.Sarma	K.Doungel	GoA	10

108.	Public Private Partnership	19/01/2016	22/01/2016	Swapna Dutta	Robin Bhatta	GoA	13
109.	e-Governance	20/01/2016	22/01/2016	L.N.Thakur	J.Das	DoPT	16
110.	e-Governance (Pre-Course for Singapore)	27/01/2016	29/01/2016	N.Sarma	T.Boro	GoA	20
111.	One Day Sensitization workshop on Implementation of STP with special emphasis on adoption of SAT by departments/ directorates	30/01/2016		Swapna Dutta	Hemen Das	GoA	18
112.	Office Procedure & Accounts Management	01/01/2016	05/01/2016	Vijaylakshmi Barua	B.Bhagawati	GoA	16
113.	Mentoring under R.T. Development Programme on	01/01/2016	03/01/2016	N.Sarma	K.Doungel	DoPT/GoI	11
	Mentoring under R.T. Development Programme on	04/01/2016	06/01/2016				15
	R.T. Development Programme on Mentoring	01/01/2016	06/01/2016				4
114.	Achieving Good Governance through effective Public Service Delivery at LKY School of Public Policy, Singapore	01/01/2016	05/01/2016	L.N.Thakur	T.Boro	GoA	20
115.	Office Procedure, Accounts & Financial Rules	08/02/2016	12/02/2016	S.Roy	B.Bhagawati	GoA	22
116.	Training Needs Analysis	08/02/2016	19/02/2016	N.Sarma	T.Boro	GoA	13
117.	Gender Issues	15/02/2016	17/02/2016	V.Barua	C.Mili	GoA	14
118.	Direct Trainer Skills for Officers of Education Department	15/02/2016	19/02/2016	L.N.Thakur	B.Bhagawati	GoA	20
119.	Leadership Motivation for officers of Forest Department	15/02/2016	19/02/2016	D.Misra	T.Boro	GoA	22
120.	7 <sup>th</sup> Non-Banking Financial Companies	22/02/2016	23/02/2016	.Roy	M.Saikia	GoA (Finance)	12
121.	Project Management	22/02/2016	26/02/2016	Smti. V.Barua	K.Doungel	GoA	15
122.	Design of Training for officers of Education	22/02/2016	26/02/2016	N.Sarma	C.Mili	GoA	10

	Department						
123.	Design of Training (DoT)	22/02/2016	26/02/2016	D.Misra	C.Mili	DoPT/GoI	10
124.	Disciplinary Action and Departmental Proceedings for officials of Prisons	29/02/2016	01/03/2016	A.Barua	M.Saikia	GoA	29
125.	Change Management	01/03/2016	03/03/2016	D.Misra	C.Mili	GoA	25
126.	Right to Information Act for officials of Prisons	07/03/2016	08/03/2016	L.N.Thakur	K.Doungel	GoA	23
127.	Cyber Security	14/03/2016	16/03/2016	L.N.Thakur	K.Doungel	DoPT/GoI	21
128.	Audit & Accounts for officers of Prisons	14/03/2016	16/03/2016	Vijaylakhsmi Barua	C.Mili	GoA	20
129.	Pre-Examination Coaching for Central Civil Service	18/09/2016	July, 2016	Vijaylakhsmi Barua	S.Ghosh	GoA	72
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**RTI Courses of 2014-15**

1.	Right to Information Act, 2005	01/07/2014	03/07/2014	P.R.Khaund	S.Rajkumar	DoPT/GoI	20
2.	Right to Information Act, 2005	13/10/2014	15/10/2014	U.Doley	R.Bhatta	GoA	20
3.							<b>40</b>

**RTI Courses of 2015-16**

1.	Right to Information Act, 2005	27/04/2015	29/04/2015	Vijaylakhmi Barua	S.Ghosh	DoPT/GoI	26
2.	Right to Information Act, 2005	24/06/2015	26/06/2015	L.N.Thakur	B.Talukdar	GoA	21

3.	One Day Regional Workshop on Right to Information Act	7/10/2015	Vijaylakhmi Barua	S.Ghosh	DAR&PG/GoI	157
4.						<b>204</b>