

Annexure – I**Training Calendar of Assam Administrative Staff College
Guwahati for the year 2013 – 14**

Sl. No	Code No.	Course Title	Category	Sponsored By	Date		Course Director	Course Assistant
					From	To		
April, 2013								
1.	2012-13	Financial Management	State	GoA	02/04/2013	06/04/2013	D.P.Tahu	S.Ghosh
2.	2012-13	1 st - Training Course for Police Officers of District level	State	GoA	02/04/2013	06/04/2013	D.J.Kalita	K.Doungel
3.	2012-13	Training course for Audit Officers	State	GoA	08/04/2013	12/04/2013	D.P. Tahu	S.Ghosh
4.	2012-13	2nd - Training Course for Police Officers of District level	State	GoA	08/04/2013	12/04/2013	P.R. Khaund	S.Rajkumar
5.	2012-13	3rd - Training Course for Police Officers of District level	State	GoA	22/04/2013	26/04/2013	D.Misra	S.Rajkumar
6.	2012-13	Financial Management	State	DoPT/GoI	22/04/2013	26/04/2013	D.P.Tahu	S.Ghosh
7.	2012-13	Two-Day Sensitization Course on Public Private Partnership (PPP)	State	GoA	29/04/2013	30/04/2013	U.Doley	S.Ghosh
May, 2013								
8.	2013-14	Right to Information Act 2005	State	DoPT/GoI	27/05/2013	29/05/2013	D.J.Kalita	K.Doungel
June, 2013								
9.	2013-14	Sensitization of Government Functionaries on Muslim Community	State	DoPT/ GoI	10/06/2013	12/06/2013	U.Doley	S.Ghosh
10.	2013-14	2-Week Training Needs Analysis Workshop for ACS Officers	State	ITP Project DoPT/ GoI	10/06/2013	21/06/2013	L.N.Thakur	T.Boro
11.	2013-14	Gender Issues	State	DoPT/ GoI	24/06/2013	26/06/2013	C.D.Singha	S.Ghosh
12.	2013-14	One week Special Training for IAS Officer Trainees of 2012 batch	State	LBSNAA	24/06/2013	29/06/2013	Miranda Das	S.Ghosh / M.Saikia
13.	2013-14	Community Resources Management	State	DoPT/ GoI	27/06/2013	29/06/2013	D. Misra	S.Rajkumar
14.	2013-14	Cyber Security	State	DoPT/ GoI	27/06/2013	29/06/2013	L.N. Thakur	B.Talukdar
15.	2013-14	Two Week North East Darshan for IAS Officer Trainees & A/M, M/T, Nagaland, Sikkim &	State	LBSNAA	30/06/2013	13/07/2013	Miranda Das	S.Ghosh / M.Saikia

		AGMUT Cadres.						
July, 2013								
16.	2013-14	Orientation Programme for IAS Probationer of Assam Meghalaya Cadre	State	GoA	15/07/2013	19/07/2013	Miranda Das	S.Ghosh / M.Saikia
17.	2013-14	Empowerment of Women	State	DoPT/GoI	29/07/2013	31/07/2013	C.D.Singha	R.Bhatta
18.	2013-14	Stress Management	State	DoPT/GoI	29/07/2013	31/07/2013	Miranda Das	B.Talukdar
19.	2013-14	Presentation & Communication Skills	State	DoPT/GoI	29/07/2013	31/07/2013	D.Misra	S.Rajkumar
August, 2013								
20.	2013-14	Two Day Workshop on e-Governance for ACS Officers	State	GoA	01/08/2013	02/08/2013	Nandini Sarma	J.Das
21.	2013-14	MS Excel	State	DoPT/GoI	05/08/2013	07/08/2013	Nandini Sarma	J.Das
22.	2013-14	Rehabilitation of the Disabled	State	DoPT/GoI	05/08/2013	07/08/2013	U.Doley	R.Bhatta
23.	2013-14	Foundation Training Programme for ACS & Allied Services	State	GoA	05/08/2013	17/08/2013	D.J. Kalita/ D.Misra	S.Ghosh
24.	2013-14	Pre-Examination combined Training for Central Civil Services (IAS etc) Main 2013 and Prelims 2014	State	GoA	06/08/2013	02/05/2014	C.D. Singha	S.Ghosh / M.Saikia
25.	2013-14	Assam SC/ST Reservation Act & Rules for officers of the Secretariat Service of Assam Secretariat	State	GoA	12/08/2013	13/08/2013	P.R. Khaund	M.Saikia
26.	2013-14	Two – Day Workshop on e-Governance for ACS Officers	State	GoA	12/08/2013	13/08/2013	Miranda Das	B.Talukdar
27.	2013-14	Sensitization of Government Functionaries on Muslim Community	State	DoPT/GoI	12/08/2013	14/08/2013	D.J.Kalita	C.Mili
28.	2013-14	Right to Information Act, 2005	State	DoPT/GoI	12/08/2013	14/08/2013	L.N.Thakur	J.Das
29.	2013-14	Office Procedure and Accounts	State	DoPT/GoI	19/08/2013	23/08/2013	Biren Sarma	B.Talukdar
30.	2013-14	Induction Training Programme for ACS Officers	State	GoA	19/08/2013	27/09/2013	D.J. Kalita/ Miranda Das	S.Ghosh
31.	2013-14	Departmental Proceedings for officers of the Secretariat Service of Assam Secretariat	State	GoA	26/08/2013	27/08/2013	U. Doley	C.Mili
32.	2013-14	Right to Information Act 2005 for ACS Officers	State	GoA	29/08/2013	30/08/2013	P.R. Khaund	C.Mili
33.	2013-14	Ethics & Values in Governance	State	DoPT/GoI	29/08/2013	31/08/2013	C.D.Singha	S.Ghosh

34.	2013-14	Sustainable Development	State	DoPT/ GoI	29/08/2013	31/08/2013	Miranda Das	B.Talukdar
September, 2013								
35.	2013-14	Computer Training Course for ACS Officers	State	GoA	02/09/2013	06/09/2013	Nandini Sarma	K.Doungel
36.	2012-13	Project Implementation, Monitoring & Evaluation	State	DoPT/GoI	02/09/2013	06/09/2013	U. Doley	L.Neog
37.	2012-14	Ad-hoc Task Force Review Meeting on RFD	State	GoA	03/09/2013	04/9/2013	C.D. Singha	M.Saikia
38.	2013-14	Financial Management	State	DoPT/ GoI	16/09/2013	20/09/2013	P.R.Khaund	S.Ghosh
39.	2013-14	Innovations in Administration for improving delivery of services to the public	State	DoPT/ GoI	17/09/2013	19/09/2013	D.Misra	S.Rajkumar
40.	2013-14	Development & Environmental Issues	State	DoPT/ GoI	17/09/2013	19/09/2013	D.J.Kalita	L.Neog
41.	2013-14	2-Week In service Training Programme for ACS officers at Yashada, Pune	State	GoA	23/09/2013	05/10/2013	D. Misra	S.Ghosh
42.	2013-14	Three one Day Workshops on RFD for Directorates of Government of Assam	State	GoA	25/09/2013	27/09/2013	M.Das	M.Saikia
43.	2013-14	Departmental Proceedings for officers of the Sectt. Service of Assam Sectt.	State	GoA	26/09/2013	27/09/2013	C. D. Singha	C.Mili
October, 2013								
44.	2013-14	Court Procedure	State	DoPT/ GoI	03/10/2013	05/10/2013	P.R.Khaund	M. Saikia
45.	2013-14	Efficient management of Public Distribution System/Revamped PDS	State	DoPT/ GoI	03/10/2013	05/10/2013	C.D.Singha	S.Ghosh
46.	2013-14	Assam SC/ST Reservation Act & Rules for officers of the Secretariat Service of Assam Secretariat	State	GoA	21/10/2013	22/10/2013	D.J. Kalita	M.Saikia
47.	2013-14	Computer Training Course for ACS Officers	State	GoA	21/10/2013	25/10/2013	L.N.Thakur	J.Das
48.	2013-14	Facilitation	National	DoPT/GoI	28/10/2013	30/10/2013	Nandini Sarma	J. Das
49.	2013-14	1 st Basic Training Programme on Public Private Partnership (PPP)	State	GoA	28/10/2013	31/10/2013	U. Doley	L.Neog
November, 2013								
50.	2013-14	2-Week Mandatory In-service Training Programme for ACS Officers at AASC	State	GoA	04/11/2013	15/11/2013	D.J. Kalita/ P.R.Khaund	S.Ghosh
51.	2013-14	R.T. Development Programme on Direct Trainer Skills	National	DoPT/GoI	04/11/2013	22/11/2013	D.Misra	T.Boro/ K.Doungel
52.	2013-14	R.T. Development	National	DoPT/GoI	11/11/2013	29/11/2013	L.N.Thakur	T.Boro/

		Programme on Design of Training						K.Doungel
53.	2013-14	2-Week In service Training Programme for ACS officers at ATI, Mysore	State	GoA	11/11/2013	20/11/2013	Miranda	S.Ghosh
54.	2013-14	1-week In-service Training Programme for state civil service officers on RTPS Act, at BIPARD, Patna	State	GoA	18/11/2013	23/11/2013	Miranda Das	S.Ghosh
55.	2013-14	2-Day TNA Workshop for Climate Change & Environmental Issues	Regional	NIAR/LBSNAA	19/11/2013	20/11/2013	Nandini Sarma	R.Bhatta
56.	2013-14	Right to Information Act, 2005	State	GoA	25/11/2013	27/11/2013	P.R.Khaund	C.Mili
57.	2013-14	One –Day Sensitization Workshop on the RTI Act, 2005 for 1 st Appellate Authorities of Deppts/ Directorates & Districts	State	GoA	30/11/2013		D.J.Kalita	M.Saikia
58.	2013-14	One day workshop on District Training on Office Procedure, Management & Financial Management for Gr-III Staff of DC's & amalgamated Estt. in all Districts.	State	GoA	30/11/2013		U..Doley	S.Ghosh
December, 2013								
59.	2013-14	Mentoring	National	DoPT/GoI	03/12/2013	05/12/2013	C.D.Singha	B.Talukdar
60.	2013-14	Direct Trainer Skills for ACS Officers	State	GoA	03/12/2013	07/12/2013	Miranda Das	M.Saikia
61.	2013-14	Departmental Proceedings	State	GoA	09/12/2013	11/12/2013	D.J. Kalita	K.Doungel
62.	2013-14	2 nd Basic Training Programme on Public Private Partnership (PPP)	State	GoA	09/12/2013	12/12/2013	U. Doley	S.Ghosh
63.	2013-14	Design of Training for ACS Officers	State	GoA	09/12/2013	13/12/2013	Miranda Das	M.Saikia
64.	2013-14	Office Procedure and Accounts	State	GoA	09/12/2013	13/12/2013	Biren Sarma	L.Neog
65.	2013-14	1st ToT on District Training on Office Procedure & Management & Financial Management for Gr-III Staff of DCs & amalgamated Estt. in all Districts.	State	GoA	09/12/2013	13/12/2013	L.N. Thakur	S.Ghosh
66.		Human Rights	State	DoPT/GoI	16/12/2013	18/12/2013	Miranda Das	R.Bhatta
67.	2013-14	1-Week Training Programme for State Civil Service officers at LKY School of Public Policy, Singapore	State	GoA	16/12/2013	20/12/2013	D.J.Kalita	S.Rajkumar
68.	2013-14	2 nd ToT on District Training on Office	State	GoA	16/12/2013	20/12/2013	C.D.Singha	S.Ghosh

		Procedure & Management & Financial Management for Gr-II1 Staff of DCs & amalgamated Estt. in all Districts.							
69.	2013-14	Managing Change in Organisation	State	DoPT/GoI	19/12/2013	21/12/2013	D.Misra	S.Rajkumar	
70.	2013-14	Training Programme on e-Governance	State	GoA	19/12/2013	21/12/2013	Nandini Sarma	J.Das	
71.	2013-14	1 st Sensitization Programme on Public Private Partnership (PPP)	State	GoA	23/12/2013	24/12/2013	U. Doley	L.Neog	
72.	2013-14	Right to Information Act 2005 for ACS Officers	State	GoA	23/12/2013	24/12/2013	Miranda Das	S.Rajkumar	
73.	2013-14	One Day Sensitization Workshop on the RTI Act, 2005 for 1 st Appellate Authorities of Deptts	State	GoA	30/12/2013		Nandini Sarma	B.Talukdar	
74.	2013-14	3rd ToT on District Training on Office Procedure, Management & Financial Management for Gr-II1 Staff of DCs & amalgamated Estt. in all Districts.	State	GoA	30/12/2013	03/01/2014	U.Doley	S.Ghosh	
January, 2014									
75.	2013-14	Ethics & Values in Governance	State	GoA	02/01/2014	04/01/2014	Miranda Das	C.Mili	
76.	2013-14	Right to Information Act, 2005	State	GoA	02/01/2014	04/01/2014	D.J.Kalita	L.Neog	
77.	2013-14	e-Governance	State	DoPT/GoI	02/01/2014	04/01/2014	Nandini Sarma	J.Das	
78.	2013-14	1st ToT on Right to Public Services Act.	State	GoI/DARPG	06/01/2014	10/01/2014	U.Doley	T.Boro	
79.	2013-14	Office Procedure and Accounts	State	GoA	06/01/2014	10/01/2014	Biren Sarma	R.Bhatta	
80.	2013-14 ***	Management of Training for various departments.	State	GoA	06/01/2014	10/01/2014	L.N.Thakur	B.Talukdar	
81.	2013-14	MS Excel	State	DoPT/GoI	08/01/2014	10/01/2014	Nandini Sarma	J.Das	
82.	2013-14	2 nd Sensitization Programme on Public Private Partnership (PPP)	State	GoA	20/01/2014	21/01/2014	Miranda Das	L.Neog	
83.	2012-13	Direct Trainer Skills (National)	State	DoPT/GoI	20/01/2014	24/01/2014	L.N.Thakur	J.Das	
84.	2013-14	2-Week In service Training Programme for ACS officers at ATI Mysore	State	GoA	20/01/2014	01/02/2014	Miranda Das	M.Saikia	
85.	2013-14	Right to Information Act, 2005	State	GoA	27/01/2014	29/01/2014	D.J.Kalita	L.Neog	
86.	2013-14	1 st Training Programme on Right to Public Service Act for ACS Officers	State	GoA	28/01/2014	30/01/2014	C.D. Singha	R.Bhatta	

87.	2012-13	Design of Training (National)	State	DoPT/GoI	27/01/2014	31/01/2014	Miranda Das	J.Das
February, 2014								
88.	2013-14	Direct Trainer Skills for Secretariat Officers	State	GoA	03/02/2014	07/02/2014	D.Misra	S.Rajkumar
89.	2012-13	Management of Training	State	DoPT/GoI	03/02/2014	07/02/2014	D.J.Kalita	L.Neog
90.	2012-13	2nd ToT on Right to Public Services Act.	State	GoI/DARPG	03/02/2014	07/02/2014	Miranda Das	T.Boro
91.	2013-14	Basic Training Programme on TNA for ACS Officers	State	GoA	03/02/2014	14/02/2014	L.N.Thakur	R.Bhatta
92.	2013-14	Building Partnership for Reforms (Govt. Private Sector – Local Authorities)	State	DoPT/GoI	10/02/2014	12/02/2014	U.Doley	C.Mili
93.	2013-14	Leadership & Team Building	State	DoPT/GoI	10/02/2014	12/02/2014	D.J.Kalita	R.Bhatta
94.	2013-14	Design of Training for Secretariat Officers	State	GoA	10/02/2014	14/02/2014	D.Misra	S.Rajkumar
95.	2013-14	Financial Management	State	GoA	10/02/2014	14/02/2014	C.D.Singha	S.Ghosh
96.	2013-14	3 rd Sensitization Programme on Public Private Partnership (PPP)	State	GoA	13/02/2014	14/02/2014	Miranda Das	L.Neog
97.	2013-14	One Day Sensitization Workshop on the RTI Act, 2005 for 1 st Appellate Authorities of Deptts/ Directorates & District	State	GoA	15/02/2014		Nandini Sarma	S.Ghosh
98.	2013-14	Facilitation Skills for ACS Officers	State	GoA	17/02/2014	19/02/2014	Miranda Das	B.Talukdar
99.	2013-14	Negotiation Skills	State	DoPT/GoI	17/02/2014	19/02/2014	D.Misra	C.Mili
100.	2013-14	Office Procedure & Accounts	State	DoPT/GoI	17/02/2014	21/02/2014	Biren Sarma	J.Das
101.	2013-14	3rd ToT on Right to Public Services Act.	State	GoI/DARPG	17/02/2014	21/02/2014	L.N.Thakur	T.Boro
102.	2013-14	Right to Information Act, 2005	State	DoPT/GoI	24/02/2014	26/02/2014	P.R.Khaund	B.Talukdar
103.	2013-14	Ethics & Values in Governance	State	GoA	24/02/2014	26/02/2014	C.D. Singha	C.Mili
104.	2013-14	Experiential Learning Tools (ELT)	National	DoPT/GoI	24/02/2014	28/02/2014	Miranda Das	B.Bhagabati
105.	2013-14	4th ToT on Right to Public Services Act.	State	GoI/DARPG	24/02/2014	28/02/2014	P.R.Khaund	T.Boro
March, 2014								
106.	2013-14	Management of Training	State	DoPT/GoI	03/03/2014	07/03/2014	Nandini Sarma	R.Bhatta
107.	2013-14	Office Procedure & Accounts	State	DoPT/GoI	03/03/2014	07/03/2014	Biren Sarma	J.Das
108.	2013-14	Project Implementation, Monitoring & Evaluation	State	DoPT/GoI	03/03/2014	07/03/2014	D.J.Kalita	L.Neog
109.	2013-14	2 nd Training Programme on Right to Public Service Act for ACS Officers	State	GoA	03/03/2014	05/03/2014	P.R.Khaund	B.Talukdar

110.	2013-14	Standardizing Service delivery – Citizens Charter	State	DoPT/GoI	10/03/2014	12/03/2014	U.Doley	C.Mili
111.	2013-14	Financial Management	State	GoA	10/03/2014	14/03/2014	C.D.Singha	S.Ghosh
112.	2013-14	Total Quality Management	State	DoPT/GoI	24/03/2014	26/03/2014	C.D.Singha	S.Ghosh
113.	2013-14	Performance Appraisal in the Civil Services	State	DoPT/GoI	24/03/2014	26/03/2014	P.R.Khaund	P.Choudhury
Secretariat Training School (STS)								
114.	2013-14	Group –B for 32 nd Batch of Senior Administrative Assistant of Secretariat	State	GoA	08/04/2013	04/05/2013	B.K. Bordoloi	K.Ojha
115.	2013-14	Group –B for 33 rd Batch of Senior Administrative Assistant of Secretariat	State	GoA	20/05/2013	12/06/2013	B.K. Bordoloi	K.Ojha
116.	2013-14	Group – A for 110 th Batch of Junior Administrative Assistant of Secretariat	State	GoA	24/06/2013	24/07/2013	B.K. Bordoloi	K.Ojha
117.	2013-14	Group –B for 34 th Batch of Senior Administrative Assistant of Secretariat	State	GoA	05/08/2013	31/08/2013	B.K. Bordoloi	K.Ojha
118.	2013-14	Group – A for 111 th Batch of Junior Administrative Assistant of Secretariat	State	GoA	16/09/2013	23/10/2013	B.K. Bordoloi	K.Ojha
119.	2013-14	Group –B for 35 th Batch of Senior Administrative Assistant of Secretariat	State	GoA	11/11/2013	04/12/2013	B.K. Bordoloi	K.Ojha
120.	2013-14	Induction for 6 th Batch of Junior Administrative Assistant of Secretariat	State	GoA	16/12/2013	22/01/2014	B.K. Bordoloi	K.Ojha
121.	2013-14	Induction for 7 th Batch of Junior Administrative Assistant of Secretariat	State	GoA	29/01/2014	01/03/2014	B.K. Bordoloi	K.Ojha

❖ THERE MAY BE CHANGE OF DATES, DEFERMENT OR CANCELLATION OF CERTAIN TRAINING COURSES DUE TO VARIOUS UNAVOIDABLE FACTORS AND EXTENUATING CIRCUMSTANCES.