

# Right to Information

## Proactive Disclosure under RTI Act, 2005

### I

(Particulars of Organisation, Functions and Duties)

Assam Administrative Staff College,  
Guwahati

## **Functions and Activities of Assam Administrative Staff College**

### **Introduction**

The Assam Administrative Staff College is the premier training institute in the North Eastern Region of India. It was established in March 1960 at Shillong to provide institutional Training facilities to State Civil Service Officers. It was shifted to Guwahati in 1962. The College started functioning from its own campus at Khanapara, Guwahati from 14<sup>th</sup> November, 1981. It is also a Regional Training Centre in the field of Training Technology and caters to the training needs of the North Eastern States, Sikkim, West Bengal and also at the National Level.

### **Objectives:**

- To Enhance capacity building of client organisations for human resource development.
- To promote and sustain technical expertise in management of training.
- To function as a nodal agency for State Training Institutions.
- To develop Research and Publications.
- To develop new training modules.
- To conduct Peripatetic training.

### **Activities of the College:**

- To conduct training need analysis
- To design training programmes.
- To prepare, update training materials.
- To internally validate the training course to improve training.
- To conduct external validation.
- To continuously update the methodology of training to make it cost effective
- To adhere to the concept of Systematic Approach to Training.
- To conduct foundation courses for State Civil Service Officers and other departmental officials for Assam and the other North-Eastern States.

- To conduct orientation and refresher courses in Management, Development Administration, Rural Development, Decentralise Planning Process, Project Formulation, Public Distribution System, computer etc.
- To run several courses annually for Indian Administrative Service, Indian Forest Service, Indian Police Service and other allied services of Government of India.
- To conduct courses sponsored by Government of India on Training of Trainers, Management of Training, Human Rights, Gender Issues, Hospital Administration, Computer Application etc.
- To impart Pre-Examination Coaching for candidates from Assam and the other North Eastern States appearing in all-Indian competitive examinations.

## Mission Statement of the institute

“To help client organisations to improve their performance by means of quality training”

### **VISION :**

Our vision is to become a center of excellence in the field of training so that the Departments of the Government of Assam and other North Eastern States may look up to the institute for solving their HRD and other related problems.

### **GOAL:**

To assist the organisations and individuals to realise their potential and meet their expectations in terms of training activities for Human Resource Development.

### **VALUES:**

We adhere to the following values

- Integrity is fundamental to everything we do.
- Honesty and Transparency.
- Commitment to goal and
- Innovation and continuous improvement.

## **ORGANISATIONAL STRUCTURE**

The Assam Administrative Staff College is a Government institution, under the administrative control of the Administrative Reforms and Training Department of the Government of Assam. It also maintains a close link with the Department of Personnel & Training Govt. of India.

The institution is headed by a Director of Training. The day to day administration and management of Training Programmes is looked after by the Director of Training.

**Director Of Training, Assam Administrative Staff College , Khanapara**

**Dr. M Ariz Ahammed IAS Phone : 2363325 (O) Mobile : 9435047851**

The Director is assisted by eight Joint Directors, two Deputy Directors, one Administrative Officer, one Systems Analyst, one Finance and Account Officer and one Programmer . Following officers are assigned as **Public Relation Officer (PIO) , Assam Administrative Staff College , Khanapara**

**Sri Anjan Chakravarty, Joint Director, ACS Phone : 2361593 (O)**

**Smti S.I. Rashid, ACS, Joint Director, ACS Phone : 2361593 (O)**

**METHODOLOGY:**

●The training inputs are provided through class room sessions, panel discussions, case studies, film shows, field visits, role play, exercises ,group activities etc.

**MEASURE OF ASSESSMENT:**

- Informally/formally through questionnaires, interviews, projects etc.
- Receiving feedback and follow-up action to ensure continuous improvement in quality.
- Review the impact of training courses.

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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 current strength of 104 employees including 22 officers, 33 Grade III and 49 grade IV employees. At officer level following positions exist.

Name of Post	Nos
Director of Training	1
Joint Director of Training	8
Deputy Director	1
Administrative Officer	1
Finance and Accounts Officer	1
Systems Analyst	1
Programmer	1
*Professor (Disaster Management)	1
*Professor(Center for Urban Management)	1
*Asth. Professor (Center for Urban Management)	1
*Research Officer (Disaster Management)	1
Registrar	1
Superintendent	2

Excluding 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 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 Specialisation .
5. Developing training materials.
6. conduct of Seminar/Workshop

\* These posts are on contractual basis renewable annually and will continue till continuance of the project.

Details of duties and responsibilities of officers are as follows

Sl. No	Name and Designation	Responsibilities
2	Dr. M. Ariz Ahammed Director of Training	Administrative Head of the of the Institution. Supervision of day to day activities, Giving right direction to the Institution, Framing plan and policy in relation to AASC for Govt. approval.
3	Sri Anjan Chakravarty, ACS Joint Director	In charge Training cell, Faculty
4	Sri G.Bothra, ACS Joint Director	Faculty.
5	Sri P.K.Buragohain, ACS Joint Director	Secretariat Training School, Faculty
6	Smti S.I. Rashid, ACS Joint Director	Faculty
7	Dr. Sulekha Chakravarty, AES Joint Director	PETC
8	Sri D.P.Misra, ACS Deputy Director	Asstt. PIO, DDO, Faculty
9	Sri S.G.Saikia, AFS	Faculty
10	Smti. Kajori Rajkhowa, ACS	Administrative Officer, Details of duties and Responsibilities of AO at Annexure II.
11	Md. S. Ahmed Warchi, AFS Finance and Accounts Officer	All matters relating to Finance and Accounts. Details of duties and responsibilities of FAO at Annexure I
12	Sri L.N.Thakur, Systems Analyst	In charge e-Governance cell, Management of computer section, State Training Manager , DONER Project, Faculty
13	Smti N.Sarma Programmer	Matters relating to e-Governance cell , Computer section, Co-ordinator RTI cell, Faculty
14	Dr. M.M. Saikia Professor, (Head) Disaster Management Cell	The Professor (Head) will provide leadership to the Centre and will undertake all required activities viz. Research, Training, Documentation, Database etc. He is also responsible for creating Public Awareness and Capacity building, Govt. and Non-Govt. partnership and providing all required expertise & assistance to the State Govt. in the field of Disaster Management. He should actively liaise with State Relief and Rehabilitation Department, DM Division, Govt. of India and DONER agencies.
15	D. Hatikakoty, Research Officer Disaster Management Cell	The Research Officer will responsible for assisting the Head of the Centre and implementing the various activities relating to Disaster Management viz. Training,

		Documentation, creation of Database etc. and the programming needs of AASC.
16	Dr. Binayak Choudhury, Professor, Center for Urban Management.	<p>To undertake training of the functionaries, elected representatives and community representatives (including NGOs) who are responsible for housing and urban development in the State of Assam.</p> <p>To support and undertake capacity building activities of urban local bodies for infrastructure development and management in the State of Assam.</p> <p>To promote research , particularly action research in the field of housing, urban development and related areas.</p> <p>To undertake any other activities that promote housing and urban development and effective urban management in the State of Assam.</p>

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

1.	Name & Designation of Employee	Duty allotment
2.	Shri D. Talukdar, Registrar,	1) Supervision of all the matter relating to the office establishment works, Government Rules & Regulations, presenting officer of disciplinary proceeding. 2) Maintenance of daily attendance.
3.	Smti. C. Sinha, Supdt.,	Duties as liaison officer, office establishment works, AASC Hall and Room booking and any other works as directed from time to time and supervision of all the Conference Halls/ Class Rooms etc.
4.	Shri M.C. Bhattacharyya, Librarian	Over all supervision of Library works and services.
5.	Shri A.K. Saikia, UDA.	Pension matters for Staff, Material for Governor's Address, Assembly Question and other miscellaneous works directed from time to time. Maintenance & cleaning of AASC building , hostel and gardens. Course Assistant to Shri G. Bothra, Joint Director of Training.
6.	Shri D.C. Das, UDA,	Regular Contingency Bills, demand for Fund and Monthly ceiling, G.P.F Advance (both officers and staff) etc. liaison works with A.R. & Training Department relating to financial matters. Audit Objection and reconciliation, Pension matters for Officers.

7.	Smti. P. Bharali, UDA,	Preparation of Pay bills both Gazetted and non – gazetted employees arrear bills preparation. T.A. Bill etc as and when necessary, any other works related to the salary and wages and to act as course assistant in absence of any course assistants.
8.	Shri T. Boro, LDA,	Supervision of all Hostel works and Services, all the works as Joint Secretary of AASC Hostel Management Committee, Supervision of Cleanliness of the Hostel Campus. He will have to put-up all the files through the Supdt. I/c.
9.	Shri P. Choudhury, LDA,	Cash handling duties, maintenance of cash books, Permanent Advance Register and other ledger books. Expenditure Statement both Monthly and Annual. Audit objection and reconciliation.
10.	Shri H. Das, LDA,	Establishment matters both gazetted and non gazetted duty allocation amongst the Grade – III & IV Staff , Maintenance of Leave Register.
11.	Shri S.C. Rajkumar, LDA,	1) Telecommunication matters, Furniture & Equipments, PWD matters. 2) Assistant of Training Cell
12.	Shri B. Talukdar, LDA,	Annual Report preparation and related matters, Publications and printing works, Course Assistant to Shri A.K. Purkayastha, Jt. Director of Training, and Shri D.P. Misra, Dy. Director of Training.
13.	Smti. L. Neog, LDA,	Vehicles matters. Checking of Log Books of all vehicles. Course Assistant to Shri P.K. Buragohain, Jt. Director of Training and Shri P. Sarma, Dy. Director of Training.
14.	Shri H. Ch. Kumar, UDA	Stationery, Sports and Gym., and Course Assistant to Dr. Binayak Choudhudry, HUDCO Cell.
15.	Shri Jagannath Das, LDA	Library duties as assigned by the Librarian, Computer typing, Course Assistant to Computer Courses.
16.	Shri J.K. Mahanta, UDA,	Plan and Budget matters, 12 <sup>th</sup> Finance, all matters relating to Training, other works allotted by Officer in-charge (Training Cell) relating to training affairs.
17.	Shri K. Dounge, LDA	All works relating to Training Cell. He will have to supervise the welfare works of the trainees officers who reside in the hostel. Course Assistant to Shri A. Chakravarty, Joint Director of Training.
18	Shri B. Bhagabati, UDA	Assistant Training Cell. (At present he is working in Cash during the leave of Shri P. Choudhury)
19.	Shri R.N. Bhatta., UDA	1) Course Assistant to :- Shri Kumud Kalita, Joint Director of Training, AASC. 2) PWD, Building, Garden, Electrical Works, etc.
20.	Shri S. Ghosh, LDA	Course Assistant to Dr.(Mrs.) S.C. Bhattacharyya, Jt. Director of Training works related to the PETC section and UNICEF. 2) Course Assistant to :- Mrs. S.I. Rashid, Joint Director of Training.
21.	Smti. M.S. Bhuyan Asstt. Librarian,	To assist the Librarian in all matters relating to library affairs. She will be responsible for effective readers services, display, books arrangements and daily maintenance works, Cleanliness, Computerized and membership works.
22.	Shri Sachin Das, Lib. Asstt.	Library duties assigned by the Librarian and other official duties assigned by the Office Supdt.i/c. He will be responsible for library circulation works and display of documents, shelving of books, maintenance of PETC section, File works etc.
23.	Shri B. Paul, Stenographer	Attached to Director of Training, besides his normal duties, he will have to do computer works assigned by other officers time to time and to assist in the affairs relating to Training Cell.
24.	Shri N. Sarma, Stenographer,	Attached to Director of Training to assist the establishment works and other typing works allotted by the officers, Project Report typing. PWD works

		including electrical works.
25.	Shri G. Baishya, Tech. Operator .	All matter relating to the Computer Section, Computer courses. Maintenance of Hardware/Software etc. stores related to Computing infrastructure.
26.	Shri R.C. Goswami, AVO,	Generator duty, supervision duties of the PWD casual workers, supervision of Gate keeping works.
27.	Shri Babul Das, AVO	All matters relating to Audio-visual operating works, to assist Shri J. Choudhury, Electrician in electrical works.
28.	Shri J. Choudhury, Elec.	All electrical matters relating to Office Building and Hostel and maintenance of Generator. He will have to attend any electrical defects that arise in the hostel and campus.

#### **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 Sujit Dev,	No. AS-01-C-5130 (Maruti Car)	Principal Secretary, A.R. & Training Deptt.
2.	Shri A. Barman,		
3.	Shri Dinesh Khaklary,	A.R. and Training Department Car.	Commissioner & Secretary, A.R. & Training Deptt
4.	Shri Binoy Boro,	No. AS-01-C-8403 (Maruti Gypsy)	
5.	Shri Amarjit Singha,	No. AS-01-C-2290 (Maruti Van)	
6.	Shri Bistu Ram Das,	No. AS-01-C-7162 (Tata Estate) & No. AS-01-C-0240 (Tata Mobile) [under repair]	
7.	Shri Surajit Singh,	No. AS-25-B-2905 (Tata Mini Bus)	
8.	Shri Akhtar Hussain,	On medical leave.	

**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 economics Planning adopted by the Government .

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

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

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

3. (i) The Finance and Accounts Officers is responsible for the arrangement for punctual completion of correct accounts and statistic which are to be submitted by the head of Department in the higher authorities and to the Accountant General as required by the existing rules and orders and as called for by them from time to time.
  - ( ii ) He should scrutinise 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 unfruitful 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.

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

- 1. Managing essential services:** electricity, water supply, AC, Fans, Telephones, FAX, Photocopier, Generator, lift, conference system. Cleaning of Campus, Garden Hostel and Administrative Building. Checking of Physical infrastructure and Vehicle.
- 2. Maintenance** of all equipments, 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 classroom/conference hall/Hostel hiring by external agencies.
- 6. Inventory Management**

# 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

### iii

Files relating to administrative matters other than conduct of training are generally processed initially at the level of LDA's/UDA's, who submit the file to Superintendent/Registrar, who in turn submit the file to Deputy Director/Joint Directors. The Deputy Director/Joint Directors submit the files to the Director for final orders. However, some important matters especially those having policy implications are submitted to Director General of Training by the Director. 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 (UDA/LDA) to the Course Directors. The Course Directors are generally Joint Directors, Deputy Directors, Systems Analyst, Programmer, 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 are supervised by the Administrative Officer/Registrar/Superintendents.

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

# 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

## 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 course Director should take 100 hrs. of classes to enable him/her to avail training allowance.
- (iii) Each faculty is to develop 6 handouts/reading materials relating to courses conducted by them.
- (iv) Each faculty should prepare at least one case study in a year.

### **Staff Norms:**

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

The Superintendent will remain in-charge of a branch of group or section with a list of allotted subjects and a number of Assistants under him. He will submit notes and drafts of himself and his Assistants as supervised or corrected by him, direct to the Director or any other Gazetted officer, under the matter. He will also distribute work among the Assistants, guide and train them and remain solely responsible for the work dealt with in his branch/ group/section.

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

### **Quality Norms:**

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

# Right to Information

Proactive Disclosure under RTI Act, 2005

V

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

Assam Administrative Staff College,  
Guwahati

## V

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

# Right to Information

Proactive Disclosure under RTI Act, 2005

VI

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

Assam Administrative Staff College,  
Guwahati

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

- (i) National Training Policy.
- (ii) Books & Periodicals in Assam Administrative Staff College Library.
- (iii) Files relating to management of the Institution.
- (iv) Training Modules.
- (v) Financial records such as Cash Books etc.

# Right to Information

Proactive Disclosure under RTI Act, 2005

## VII

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

Assam Administrative Staff College,  
Guwahati

**vii**

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

# Right to Information

Proactive Disclosure under RTI Act, 2005

## VIII

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

Assam Administrative Staff College,  
Guwahati

## viii

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

(i) **Board for purchase of equipment's 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's 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  | - Chairman.         |
| (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 standard of cleanliness and service in the Hostel, maintenance of Assam Administrative Staff College building, Garden, AASC campus and Hostel rooms, a 19 members Hostel Management Committee was formed on 15<sup>th</sup> February, 2005. Out of these 19 members, 5 are executive members.

# Right to Information

Proactive Disclosure under RTI Act, 2005

IX

(A Directory of its officers and employees)

Assam Administrative Staff College,  
Guwahati

## IX

Directory of the Officers and employees  
of  
Assam Administrative Staff College,  
Jawaharnagar, Khanapar, Guwahati - 22.

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>OFFICERS</b>						
1.	Dr. M Ariz Ahammed,	Director of Training	IAS	Assam Administrative Staff College, Guwahati - 781022	2363325	
2.	Shri A. Chakravarty,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPABX)	
3.	Shri G. Bothra,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPABX)	
4.	Shri P.K. Buragohain,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPABX)	
5.	Mrs. S.I. Rashid,	Joint Director of Training	ACS	-do-	2363325 2361593 (EPABX)	
6.	Dr (Mrs) S.C. Bhattacharyya,	Joint Director of Training	AES	-do-	2363325 2361593 (EPABX)	
7.		Joint Director of Training	ACS	-do-		Vacant
8.	Shri D.P. Misra,	Deputy Director of Training	ACS	-do-	2363325 2361593 (EPABX)	
9.	Shri S.G.Saikia,	Deputy Director of Training	AFS	-do-	2363325 2361593 (EPABX)	
10.	Smti. Kajori Rajkhowa	Administrative Officer	ACS	-do-	2363325 2361593 (EPABX)	
11.	Shri L.N. Thakur,	Systems Analyst,	Ex Cadre	-do-	2363325 2361593 (EPABX)	
12.	Smti Nandini Sarma	Programmer,	Ex Cadre	-do-	2363325 2361593 (EPABX)	
13.	Shri S.A. Warchi,	FAO,	AFS	-do-	2363325 2361593 (EPABX)	
14.	Dr. M.M. Saikia,	Professor, Centre for Disaster Management	X	-do-	2363325 2361593 (EPABX)	Appointed temporarily on contract basis in Centre for Disaster Management
15.	Dr.B. Choudhury,	Chair Professor, Centre for Urban Management	X	-do-	2363325 2361593 (EPABX)	Appointed temporarily on contract basis in Centre for Urban Management

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>OFFICERS</b>						
1.	Shri Dipjyoti Hatikakoty,	Research Officer	X	-do-	2363325 2361593 (EPABX)	Appointed temporarily on contract basis in Centre for Disaster Management
2.	Shri D. Talukdar,	Registrar,	X	-do-	2363325 2361593 (EPABX)	
3.	Shri A. Mahanta,	Superintendent (office)		-do-	2363325 2361593 (EPABX)	Now under suspension
4.	Smti C. Sinha,	Superintendent (Hostel))		-do-	2363325 2361593 (EPABX)	
<b>SENIOR ASSISTANTS</b>						
5.	Shri J.K. Mahanta,	Senior Assistant	Grade - III	-do-	-do-	
6.	Shri A.K. Saikia,	Senior Assistant	Grade - III	-do-	-do-	
7.	Shri D.C. Das,	Senior Assistant	Grade - III	-do-	-do-	
8.	Shri P. Bharali,	Senior Assistant	Grade - III	-do-	-do-	
9.	Shri Haren Kumar,	Senior Assistant	Grade - III	-do-	-do-	
10.	Shri R.N. Bhattacharyya,	Senior Assistant	Grade - III	-do-	-do-	
11.	Shri B.Bhagabati,	Senior Assistant	Grade - III	-do-	-do-	
<b>JUNIOR ASSISTANTS</b>						
12.	Shri S. Ghosh,	Junior Assistant	Grade - III	-do-	-do-	
13.	Shri P. Choudhury,	Junior Assistant	Grade - III	-do-	-do-	
14.	Shri Hemen Das,	Junior Assistant	Grade - III	-do-	-do-	
15.	Shri Sachin Das,	Library Astt.	Grade - III	-do-	-do-	
16.	Shri T.K. Boro,	Junior Assistant	Grade - III	-do-	-do-	
17.	Shri B. Talukdar,	Junior Assistant	Grade - III	-do-	-do-	
18.	Shri Jagannath Das,	Junior Assistant	Grade - III	-do-	-do-	
19.	Shri K. DOUNGEL,	Junior Assistant	Grade - III	-do-	-do-	
20.	Shri L. Neog,	Junior Assistant	Grade - III	-do-	-do-	
21.	Shri S. Rajkumar,	Library Asstt.	Grade - III	-do-	-do-	
<b>LIBRARIAN/ASTT. LIBRARIAN / STENOGRAPHERS / TECH. OPERATOR</b>						
22.	Shri M.C. Bhattacharyya	Librarian	Grade - III	-do-	-do-	
23.	Smti M.S. Bhuyan,	Astt. Librarian	Grade - III	-do-	-do-	
24.	Shri B. Paul, Steno	Stenographer	Grade - III	-do-	-do-	
25.	Shri N. Sarma, Steno	Stenographer	Grade - III	-do-	-do-	
26.	Shri G. Baishya,	Tech Operator	Grade - III	-do-	-do-	
Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>RESEARCH ASSISTANTS/ ELECTRICIAN/ AVO</b>						
27.	Shri K.K. Handique	Research Assistant	Grade - III		-do-	Appointed temporarily on contract

						basis in Centre for Urban Management
28.	Shri G. Talukdar	Research Assistant	Grade - III	-do-	-do-	Appointed temporarily on contract basis in Pulse Polio Cell.
29.	Shri R. Hazarika	Research Assistant	Grade - III	-do-		-do-
30.	Shri J. Choudhury,	Electrician	Grade - III	-do-	-do-	
31.	Shri R.C.Goswami,	AVO	Grade - III	-do-	-do-	
32.	Shri Babul Das,	AVO	Grade - III	-do-	-do-	
<b>DRIVERS</b>						
33.	Shri Akhtar Hussain,	Driver.	Grade - III	-do-	-do-	
34.	Shri A.Barman,	Driver.	Grade - III	-do-		
35.	Shri Amarjit Singha	Driver.	Grade - III	-do-	-do-	
36.	Shri B.R. Das, Driver.	Driver.	Grade - III	-do-	-do-	
37.	Shri Binoy Boro,	Driver.	Grade - III	-do-	-do-	
38.	Shri Dinesh Khaklary,	Driver.	Grade - III	-do-	-do-	
39.	Shri Sujit Dev,	Driver.	Grade - III	-do-	-do-	
40.	Shri Surajit Singh,	Driver.	Grade - III	-do-		
<b>GRADE – IV STAFF</b>						
41.	<b>Shri S.K. Das,</b>	Jamadar (Head Peon )	Grade -IV	-do-	-do-	
42.	Shri D. Rajbongshi,	Duftry	Grade -IV	-do-	-do-	
43.	Shri I. Sarma,	Cook	Grade -IV	-do-	-do-	
44.	Shri T.C. Singh,	Cook	Grade -IV	-do-	-do-	
45.	Shri D.C. Kalita,	Pump. Operator	Grade -IV	-do-	-do-	
46.	Shri Ramu Boro,	Duftry	Grade -IV	-do-	-do-	
47.	Shri A. Hamid,	Peon	Grade -IV	-do-	-do-	
48.	Shri A.S. Ali,	Peon	Grade -IV	-do-		
49.	Shri Abul Ali,	Peon	Grade -IV	-do-	-do-	
50.	Shri Achit Das,	Peon	Grade -IV	-do-	-do-	
51.	Shri Ajoy Boro,	Handymen	Grade -IV	-do-	-do-	
52.	Shri Ajoy Kr. Dev,	Peon	Grade -IV	-do-	-do-	
53.	Smti. Anjana Das,	Peon	Grade -IV	-do-	-do-	
54.	Shri Babul Shyam,	Peon	Grade -IV	-do-	-do-	
55.	Shri B. Talukdar,	Peon	Grade -IV	-do-	-do-	
56.	Smti. Bindia Basfor	Sweeper	Grade -IV	-do-	-do-	

Sl. No.	Name	Designation	From which services	Address	Ph. No.	Remarks
<b>GRADE – IV STAFF</b>						
57.	Shri Biren Ch. Kalita,	Helper of Electrician	Grade -IV	-do-	-do-	
58.	Shri Damodar Pathak,	Peon	Grade -IV	-do-	-do-	
59.	Shri Dipak Sarma	Peon	Grade -IV	-do-	-do-	
60.	Shri G.C. Dutta	Peon	Grade -IV	-do-	-do-	
61.	Shri H.C. Kalita,	Peon	Grade -IV	-do-	-do-	
62.	Shri H.N. Boro,	Peon	Grade -IV	-do-	-do-	
63.	Shri Jatil Bordoloi,	Peon	Grade -IV	-do-	-do-	
64.	Smti Jeuti Das,	Peon	Grade -IV	-do-	-do-	
65.	Smti. Junu Das,	Peon	Grade -IV	-do-	-do-	
66.	Shri Kaiser Ali,	Peon	Grade -IV	-do-	-do-	
67.	Shri Kandarpa Deka,	Peon	Grade -IV	-do-	-do-	
68.	Shri Madhu Ram Deka,	Peon	Grade -IV	-do-	-do-	
69.	Shri Mantu Das,	Peon	Grade -IV	-do-	-do-	
70.	Smti. Maya Rani Dev,	Peon	Grade -IV	-do-	-do-	
71.	Smti. Minoti Das,	Peon	Grade -IV	-do-	-do-	
72.	Smti. Mira Devi,	Peon	Grade -IV	-do-	-do-	
73.	Shri Mukul Das,	Peon	Grade -IV	-do-	-do-	
74.	Shri Mukut Dutta,	Peon	Grade -IV	-do-	-do-	
75.	Shri Nareswar Das,	Peon	Grade -IV	-do-	-do-	
76.	Shri Pankaj Das	Peon	Grade -IV	-do-	-do-	
77.	Shri Prabin Boro, Mali	Peon	Grade -IV	-do-	-do-	
78.	Shri Prabin Lahkar,	Peon	Grade -IV	-do-	-do-	
79.	Shri R. Shah,	Chowkidar	Grade -IV	-do-	-do-	
80.	Shri R.N. Choudhury,	Chowkidar	Grade -IV	-do-	-do-	
81.	Shri Rajbir Singh,	Sweeper	Grade -IV	-do-	-do-	
82.	Shri R.P. Mahato,	Peon	Grade -IV	-do-	-do-	
83.	Shri Ratneswar Deka,	Peon	Grade -IV	-do-	-do-	
84.	Shri S.R. Basumatary,	Peon	Grade -IV	-do-	-do-	
85.	Shri Sayed Ali,	Peon	Grade -IV	-do-	-do-	
86.	Shri Tezu Giri,	Peon	Grade -IV	-do-	-do-	
87.	Shri U. Basfor	Sweeper	Grade -IV	-do-	-do-	
88.	Shri Unish Ali,	Peon	Grade -IV	-do-	-do-	
89.	Shri Putul Basumatary,	Peon	Grade -IV	-do-	-do-	He has been absent about four years.

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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

## Monthly remuneration received by officers & employees of AASC

Sl.No.	NAME	BASIC_PAY	GROSS
1	A.K. SAIKIA	7600.00	13162.00
2	A.K.PURKAYASTHA	11825.00	21992.00
3	A.MAHANTA	4050.00	13349.00
4	A.S. ALI	3310.00	6325.00
5	ABDUL HAMID	2690.00	5215.00
6	ABUL ALI	3250.00	6218.00
7	AJOY BORO	2950.00	5681.00
8	AJOY KR. DEB	3670.00	6529.00
9	AKHTAR HUSSAIN	3940.00	6980.00
10	AKSHAYA BARMAN	3130.00	6003.00
11	AMARJIT SINGHA	3670.00	6529.00
12	ANJAN CHAKRABARTY	11025.00	20382.00
13	ANJANA DAS	2690.00	4892.00
14	ASHIT DAS	2690.00	4892.00
15	B. PAUL	7600.00	13162.00
16	B. TALUKDAR	4600.00	8097.00
17	B.R.SAMAL, IAS	20813.00	29321.00
18	BABUL DAS	4120.00	7280.00
19	BABUL SHYAM	3070.00	5527.00
20	BASANTA BHAGAWATI	5375.00	9391.00
21	BASANTA TALUKDER	3250.00	5828.00
22	BINDIA BASFORE	3580.00	6379.00
23	BINOY CHANDRA BORO	4030.00	7614.00
24	BIREN KALITA	2950.00	5681.00
25	BISTU RAM DAS	3670.00	6969.00
26	CHITRA SINHA	8100.00	13997.00
27	D. RAJBONGSHI	3940.00	6980.00
28	D. TALUKDER	9075.00	16714.00
29	D.C. DAS	5725.00	9976.00
30	D.C. KALITA	4030.00	7130.00
31	D.P.MISRA	9400.00	18657.00
32	DAMODAR PATHAK	3190.00	5727.00
33	DEEPAK SARMA	2950.00	5327.00
34	DINESH KHAKLARY	3670.00	6969.00
35	G.BAISHYA	4840.00	8498.00
36	G.BOTHRA	11025.00	19182.00
37	GOPESH DUTTA	3310.00	5928.00
38	H.C. KALITA	3310.00	6325.00
39	H.N.BORO	3070.00	5895.00
40	HAMEN DAS	4960.00	8698.00
41	HAREN KUMAR	5550.00	10350.00
42	INDRESWAR SARMA	3760.00	6679.00
43	J.C. CHOUDHURY	3670.00	6529.00
44	J.K. MAHANTA	7850.00	13580.00
45	JAGANNATH DAS	4720.00	8297.00
46	JATIL BORDOLOI	2950.00	5681.00
47	JEUTI DAS	2730.00	4959.00
48	JUNU DAS	3010.00	5425.00
49	K.DOUNGEL	3760.00	6679.00
50	KANDARPA DEKA	2950.00	5327.00
51	KOISER ALI	3310.00	5928.00
52	KUMUD CHANDRA KALITA	6440.00	17012.00

53	L. NEOG	4210.00	7431.00
54	L.N. THAKUR	7350.00	12745.00
55	M.C. BHATTACHARYYA	6075.00	10615.00
56	M.SAIKIAH BHUYAN	5900.00	10268.00
57	MADHU RAM DEKA	3310.00	6325.00
58	MANTU RAM DAS	3130.00	6003.00
59	MAYA RANI DEV	2950.00	5327.00
60	MEERA DEVI	3310.00	5928.00
61	MINATI DAS	2530.00	4929.00
62	MUKUL DAS.	2650.00	5264.00
63	MUKUT DUTTA.	2690.00	5215.00
64	NANDINI SARMA	6075.00	11344.00
65	NARESWAR DAS	3310.00	6325.00
66	NILANJAN SARMA	5375.00	10036.00
67	P. BHARALI	5200.00	9723.00
68	P.K.BURAGOHAİN	11025.00	19182.00
69	PANKAJ DAS	2690.00	5212.00
70	PRABIN BORO	2950.00	5681.00
71	PRABIN LAHKAR	3310.00	6325.00
72	PRITHIPAL CHOWDHURY	5200.00	9099.00
73	PURNENDU SARMA	9075.00	18075.00
74	R.C.GOSWAMI	4840.00	9079.00
75	R.N.BHATTACHARYYA	5200.00	9099.00
76	R.N.CHOUDHURY	3033.00	5465.00
77	R.P.MAHTO	2770.00	5026.00
78	RAJBIR SINGH	2950.00	6327.00
79	RAJENDRA SHAH	3310.00	5928.00
80	RAMU BORO	3490.00	6647.00
81	RATNESWAR DEKA	2950.00	5681.00
82	S.R.BASUMATARY	3130.00	6003.00
83	SACHIN DAS	4840.00	9079.00
84	SAJEEDA ISLAM RASHID	9725.00	18178.00
85	SANKAR GHOSH	5080.00	9509.00
86	SAYED ALI	2950.00	5681.00
87	SERAFUDDIN AHMED WARCHI	7600.00	13162.00
88	SUBRATA RAJKUMAR	3760.00	7130.00
89	SUJIT DEV	3250.00	6218.00
90	SULEKHA CHAKRABARTY	11425.00	19379.00
91	SUNIL KT.DAS	4120.00	7260.00
92	SURAJIT SINGH	3250.00	5828.00
93	T.K.BORO	4720.00	8297.00
94	TARACHAND SINGH	3190.00	6110.00
95	TEZU GIRI	3670.00	6529.00
96	UNISH ALI	3310.00	6325.00
97	UPENDRA BASFORE	2950.00	5327.00

# 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

**Pre Examination Training Cell, AASC**

**BUDGET ALLOCATED**

- Rs. 1,68,200 under coaching and allied scheme for coaching to ST Candidates for 2001 – 2002 received during 2003 – 2004 being the central share through WPT and BC Department, Assam.

The amount has been fully utilized for conducting the following courses:

<b>PRE – EXAMINATION COACHING PROGRAMME HELD AT AASC DURING 2001 – 2002, 2002 – 2003 &amp; 2003 –204.</b>					
Sl. No	Name of the Coaching Programme	Duration.	No.of. candidates attended.	No. of candidates Selected for appointment	Total Amount of Expenditure
01	02	03	04	05	06
01	Pre – Examination Coaching Programme for Central Civil Services (IAS Etc.) Preliminary .2002	29.12.2001 to 15.05.2002	Gen. = 38 OBC = 24 SC = 16 <b>ST = 24</b> Total = 102	03 Gen = 01 OBC = 01 SC = Not cleared. ST = 01	Rs.46,106.00
02	Pre–Examination Coaching Programme for Combine Graduate Level Main Exam.,2003, of SSC.	25.08.2003 to 25.09.2003	Gen = 02 OBC = 04 SC = 18 ST = 12 Total =36	07 OBC =2 SC = 3 ST = 2	Rs.12,174.00
03	Pre - Examination Coaching Programme for Civil Services (IAS Etc.) Main Exam.,2003,	25.08.2003 to 30.09.2003	Gen = 01 OBC = 01 SC = Nil ST = 01 Total =03	Not Cleared	Rs.20,816.00
04	Pre - Examination Coaching Programme for Probationery Officers Exam. Of SBI & Other Banks.	05.01.2004 to 30.01.2004	Gen = 22 OBC = 13 SC = 05 ST = 07 Total =47	06 OBC=2 SC = 2 ST =2	Rs.17,400.00
05	Pre - Examination Coaching Programme for Civil Services (IAS Etc) Preliminary Exam. .2004.	03.11.2003 to 10.05.2004	Gen = 24 OBC =25 SC = 08 ST = 18 Total = 75	01 General = 1	Rs.71,885.00

(b) Total Amount Spent on the Training Courses =1+ 2+ 3 + 4 5 =Rs.46,106 + Rs.12,174 + Rs.20,816 + Rs.17,400 + Rs.71,885= Rs. 1,68,381.00

And Utilization Certificate ubmitted for Rs. 1,68,200/- to respective Department.

## **INDICATING PARTICULARS OF ALL PLANS**

### **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.
- And coaching for Bank, SSC, etc:- 1 month

### **PROPOSED EXPENDITURE AND REPORT ON DISBURSEMENTS MADE**

- Rs. 1,68,200 under coaching and allied scheme for coaching to ST Candidates for 2001 – 2002 received during 2005 – 2006 being the state share through WPT and BC Department, Assam.
- Proposal submitted to State Government for Rs. 2,40,000 to conduct five PETC Courses(IAS Preliminary and Main 2006, Bank 2 Courses, SSC) during 2005 - 2006.
- Proposal submitted to State Government for Rs. 2,14,600 to conduct RAU's Workshop during 2005 - 2006.

### **PRESENT ACTIVITIES**

We are conducting a coaching of 2 days in collaboration with the RAU's Study Circle and a 3 Months coaching by the Samkalp Academy, New Delhi. The timing of coaching will be 4.00 pm to 7.00 pm for the convenience of the students who are also studying in different colleges & Universities.

We are also trying our level best to come at par with the leading coaching Institutions outside Assam.

## UNICEF Supported Pulse Polio & RI Cell, AASC

### **Budget allocated**

- Rs. 4,00,000/- for establishment for Pulse Polio & RI Cell at AASC for 2004 -2005.
- Rs. 20,00,000/- for conducting programme on Pulse Polio & Routine Immunization at AASC, Districts and Blocks for 2004 -2005.
- Rs. 7,50,000/- for GP and Municipal Level, State Level and Block Level for 2005-2006.

Already we have released an amount of **Rs. 18,04,450/-** to District Pulse Polio & RI Cell for Establishment of the Cell, Districts Level, Block Level, GP Level, Municipal Level activities. Remaining amount for **Rs. 5,95,550/-** utilized by AASC for following activities:

1. One Day State Level Workshop on 30-10-2004 of Rs. 2,06,483/-
2. One Day workshop for Nodal Officers on 20-12-2004 for Rs. 34,892/-
3. 3 Day Workshop on Kalajatra on 7<sup>th</sup> – 9<sup>th</sup> Feb, 2005 for Rs. 1,09,694/-
4. Preparation of Cassette on Pulse Polio & RI on 23<sup>rd</sup> Mar – 6<sup>th</sup> April 2005 for Rs. 1,54,888/-
5. Payment for Honorarium to supporting staffs for Rs. 77,582/-
6. Misc. Expenditure for Rs. 12,011/-

Already we have submitted Utilization Certificate for an amount of Rs. 24,00,000/-

### Indicating the Particulars of all plans

### **Programmes / Activities done by Cell at AASC**

- Sensitization programmes
- Meetings with Deputy Commissioners
- Orientation of Nodal Officers of District Cells
- Workshop for development of folk scripts for drama, street plays and songs in local languages.
- Production of audio cassette containing songs on Polio & Routine immunization
- Release of quarterly newsletter for information dissemination and building support among policy makers
- Programme monitoring and data analysis

- Financial management & follow up for accounts

### **Present Activities doing by Cell**

- Video Recording of Ministers and Dignitaries of Assam.
- Preparing Script for VCD on Routine Immunization.
- Preparing for a Magazine "Mapping Assam's Children" AASC-UNICEF in Action.
- Translated IEC materials from English to Assamese (supplied by UNICEF) and ready for print.
- Preparing Slogans on Routine Immunization.

### **Proposed Expenditure and Report on Disbursements made**

- Rs. 7,50,000/- for GP and Municipal Level, State Level and Block Level for 2005-2006.

Released Rs. 6,10,000/- to Pulse polio & RI Cell at District Level for Districts Level, Block Level, GP Level, Municipal Level activities. Remaining Amount of Rs. 1,40,000/- for AASC Cell Activities.

### **Future Plan**

- We will conduct meeting on Workshops for Planning, sensitization, Review, Kalajatra etc. for DCs, Nodal Officers, Kalajatra experts etc. from each Districts.
- We will make Audio Cassettes in different Languages (Assamese, Bodo, Bengali, Goalparia, Hindi, Bagania etc.).
- We will make a VCD on Routine Immunization by Renowned personalities of Assam.
- Print Newsletter, Magazine & IEC materials on Routine Immunization.
- Monitoring of Activities doing by District level Cell.
- We will guide the District Level Cell to fulfill all the activities up to cent percent coverage.

**BUDGET ALLOCATED AND OTHER PARTICULARS**  
**FOR CENTER FOR URBAN MANAGEMENT, AASC**

<b>YEAR</b>	<b>BUDGET ALLOCATED</b>	<b>EXPENDITURE MADE</b>	<b>REMARK</b>
<b>2004-2005</b>	<b>TOTAL -7.5LAKHS</b>	<b>RS. – 7.5 LAKHS</b>	<b>HUDCO Grant.</b>
	<b>SALARY &amp; OTHERS-6.00 LAKHS TRAINING- 1.5LAKHS</b>	<b>SALARY- 581616 TRAINING-168384</b>	<b>UC Submitted</b>
<b>2005-2006</b>	<b>TOTAL -7.5LAKHS</b>	<b>NIL</b>	<b>Fund not received</b>
	<b>SALARY &amp; OTHERS-6.00 LAKHS TRAINING- 1.5LAKHS</b>		

**CENTRE FOR NATURAL DISASTER MANAGEMENT**  
**Financial Year 2004-05 (as on 31.03.05)**

Expenditure incurred out of total unspent amount of Rs. 8,43,370.00 (Rupees eight lakh, forty three thousand, three hundred seventy) only. The details are given below:

- (a) Unspent balance amount of Rs.2,43,370.00 at the end of financial year 2003-04 which was carry forwarded to the financial year 2004-05.
- (b) Grant-in-aid sanctioned Rs.5,00,000.00 (Rupees five lakh) by Disaster Management Division, Ministry of Home Affairs letter NO. 35-7/2004-NDM-III dated 26.10.04. [DD No. 958385 dated 11.10.04]
- (c) Grant-in-aid sanctioned Rs.1,00,000.00 (Rupees one lakh) by Disaster Management Division, Ministry of Home Affairs letter NO. 35-7/2004-NDM-III dated 18.02.05. [DD No. 948662 dated 30.03.05]

**STATEMENT OF EXPENDITURE**

Sl. No.	Name of Item	Expenditure (In Rs.)
1.	Training on Disaster Management	1,68,750.00
2.	Salary of Faculty	4,07,000.00
3.	Misc. Expenditure	16,872.00
<b>Grand Total = Rs. 5,92,622.00</b>		

A. Total Opening balance	= Rs. 8,43,370.00
B. Expenditure incurred	= Rs. 5,92,622.00
<b>Balance carry forwarded to the financial year 2005-06</b>	<b>= Rs. 2,50,748.00</b>

**CENTRE FOR NATURAL DISASTER MANAGEMENT**  
**Financial Year 2005-06 (as on 30.09.05)**

Expenditure incurred out of total unspent amount of Rs. 8,50,748.00 (Rupees Eight Lakh, Fifty Thousand, Seven Hundred Fortyeight) only. The details are given below:

(a) Unspent balance amount of Rs.2,50,748.00 at the end of financial year 2003-04 which was carry forwarded to the financial year 2005-06.

(b) Govt. sanctioned amount of Rs.6,00,000.00 (Rupees Six lakh) by Ministry of Home Affairs letter N0. 35-3/2004-NDM-III dated 31.03.04 as one time grant for purchase of equipments and furniture for strengthening of the faculties on Disaster Management at AASC.

[DD No. 951304 dated 03.04.04]

**STATEMENT OF EXPENDITURE**

Sl. No.	Name of Item	Expenditure (In Rs.)
1.	Training on Disaster Management	1,12,562.00
2.	Salary of Faculty	11,129.00
3.	Misc. Expenditure	44,335.00
4.	Infrastructure Development	6,10,000.00
<b>Grand Total = Rs. 7,78,026.00</b>		

A. Total Opening balance	= Rs. 8,50,748.00
B. Expenditure incurred	= Rs. 7,78,026.00
<b>Balance as on 30.09.05</b>	<b>= Rs. 72,722.00</b>

(Rupees Seventy-two Thousand, Seven Hundred Twenty-two) only

**BUDGET ALLOCATION AND EXPENDITURE BOTH PLAN AND NON-PLAN  
FOR THE YEAR 2004-2005**

**2004-2005**

**Budget Provision ( Plan)**

**Rs. 60,00,000.00**

**Expenditure**

**Rs. 52,73,168.00**

**Budget Provision ( Non- Plan)**

**Rs.1,65,53,000.00**

**Expenditure**

**Rs. 1,39,62,813.00**

Expenditure Statement for Plan Budget during the year 2004-05 under the Head of Account 2070other Administrative Service(VII) Training 003Training 0505Training Scheme for IAS/ACS in Assam.

Sub Head	Budget Provision	Expenditure
1 Salary	Rs. 3,00,000.00	Rs. 4,03,855.00
3 T. E	Rs. 50,000.00	Rs. 41,947.00
4 O.E	Rs.12,00,000.00	Rs. 11,73,729.00
5 P.P.& S.S.	Rs. 2,45,000.00	Rs . 32,000.00
9 Grants in Aid	Rs. 50,000.00	Rs. 46,200.00
11 Hospitality	Rs. 6,45,000.00	Rs. 85,839.00
15 Machinery & Equipment	Rs. 19,60,000.00	Rs. 19,57,420.00
16 M.V.	Rs. 4,50,000.00	Rs. 4,32,178.00
19 Material Supply	Rs. 11,00,000.00	Rs. 11,00,000.00
Total	Rs. 60,00,000.00	Rs. 52,73,168.00

**BUDGET ALLOCATION AND EXPENDITURE BOTH PLAN AND NON-PLAN  
FOR THE YEAR 2005-2006**

**2005-2006**

**Budget Provision ( Plan)**

**Rs. 50,00,000.00**

**Expenditure**

**Rs. 1,92,028.00  
( Up to August, 2005)**

**Budget Provision ( Non-Plan)**

**Rs. 1,69,12,000.00**

**Expenditure**

**Rs. 39,56,874.00  
( Up to August, 2005)**

Expenditure Statement for Plan Budget during the year 2005-06 under the Head of Account 2070 other Administrative Service (VII) Training 003 Training 0505 Training Scheme for IAS/ACS in Assam.

Sub Head	Budget Provision	Expenditure upto August/05
2 Salary	Rs. 3,15,000.00	Rs. 1,92,028.00
3 T. E	Rs. 1,00,000.00	.
4 O.E	Rs. 12,00,000.00	
5 P.P.& S.S.	Rs. 3,00,000.00	
9 Grants in Aid	Rs. 50,000.00	
11 Hospitality	Rs. 8,50,000.00	
15 Machinery & Equipment	Rs. 11,00,000.00	
16 M.V.	Rs. 6,00,000.00	
19 Material Supply	Rs. 4,50,000.00	
16 Others	Rs. 35,000.00	
<b>Total</b>	<b>Rs. 50,00,000.00</b>	<b>Rs. 1,92,028.00</b>

# Right to Information

Proactive Disclosure under RTI Act, 2005

XII

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

Assam Administrative Staff College,  
Guwahati

# Right to Information

Proactive Disclosure under RTI Act, 2005

XIII

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

Assam Administrative Staff College,  
Guwahati

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

# Right to Information

Proactive Disclosure under RTI Act, 2005

XIV

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

Assam Administrative Staff College,  
Guwahati

Following informations 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
    - i. Assam service confidential rules,1990
    - ii. Office procedure,1981
    - iii. Assam service (discipline and appeal) rules, 1964
    - iv. Office procedure for district and subordinate offices, 1983 part 1
    - v. The Assam rules of executive business,1968
    - vi. Office procedure for district and subordinate offices, 1983 part
    - vii. Handbook of general circulars ( a to d )
    - viii. Handbook of general circulars ( e to y )
    - ix. Assam service (discipline and appeal) rules, 1964
  - b. Agriculture department
    - i. The Assam Administrative Tribunal Act, 1977
    - ii. The Assam Administrative Tribunal Regulations, 1977
    - iii. The Assam Agricultural Pests and Diseases Act, 1950
    - iv. The Assam Agricultural Credit Operations and Miscellaneous Provisions (Banks) Act, 1977(1)
    - v. The Assam Agricultural Service Rules, 1980
    - vi. The Assam Agricultural Credit Operations and Miscellaneous Provisions (Banks) Rules, 1978
    - vii. The Assam Agricultural Engineering Service Rules, 1983
    - viii. The Assam Agricultural Product Market Act, 1972
    - ix. The Assam State Agriculture Policy
  - c. Implementation of Assam accord department
    - i. Assam Accord
  - d. Cultural affairs department
    - i. The Assam ancient monuments and records act 1959
  - e. Chief minister's secretariat
    - i. C.m.'s secretary
  - f. Co-operation department
    - i. The Assam Co-operative Agriculture and Rural Development Act, 1960
    - ii. The Assam Co-operative Societies Act, 1949
    - iii. The Assam Co-operative Societies Rules, 1953
  - g. Directorate of welfare of plain tribes and backward classes department
    - i. Directorate of Welfare of Plain Tribes and Backwards Classes Department.
  - h. Excise department
    - i. Executive Instructions Relating to Dangerous Drugs
    - ii. Executive Instructions Relating to Opium
    - iii. Opium Rules, (Assam)
    - iv. Rules under S. 22 of the Assam Opium Smoking Act, 1972
    - v. Rules under the Assam Temperance Act, 1926

- vi. The Assam Dangerous Drugs Rules, 1937
- vii. The Assam Ganja and Bhang Prohibition Act, 1958
- viii. The Assam Opium (Amendment) Act, 1933
- ix. The Assam Opium Amendment (Autonomous Districts) Act, 1954
- x. The Assam Opium Prohibition (Amendment) Rules, 1974
- xi. The Assam Opium Prohibition Act, 1947
- xii. The Assam Opium Smoking Act, 1927
- xiii. The Assam Temperance Act, 1926
- xiv. The Assam Ganja and Bhang Prohibition Rules, 1960
- i. EDUCATION DEPARTMENT
  - i. The Assam Aided Colleges Employees Rules, 1960
  - ii. The Guwahati University Act, 1947
  - iii. Rules Regarding Conduct and Discipline of the Employees of Aided Educational Institutions
  - iv. The Assam Aided College Management Rules, 1976
  - v. The Assam Aided College Management Rules, 1976
  - vi. The Assam Elementary Education (Provincialisation) Service Rules, 1981
  - vii. The Assam Higher Secondary Act, 1984
  - viii. The Assam Secondary Education Act, 1961
  - ix. The Assam Education department Rules, and Orders
  - x. The Assam Education Department Section Rules, 1981
  - xi. The Assam Education Service Rules, 1982
  - xii. The Assam Elementary Education (Provincialisation) Act, 1974
  - xiii. The Assam Elementary Education (Provincialisation) Rules, 1977
  - xiv. The Assam Technical Education Service Rules, 1981
  - xv. The Dibrugarh University Act, 1965
- j. FINANCE DEPARTMENT
  - i. Directory of State Lotteries
  - ii. The Assam Financial Inspection of Departmental Sanctions & Implementation of Scheme Rules, 1982
  - iii. The Assam Delegation of Financial Powers Rules, 1960
  - iv. Office Memorandum
  - v. The Assam Financial Corporation (Issue of Bonds) Regulations, 1959
  - vi. The Assam Financial Corporation (Payment of Gratuity of Employees) Regulation, 1964
  - vii. The Assam State Financial Corporations Act, 1951
  - viii. Notifications & Office Memorandum
  - ix. The Assam Finance Commission (Miscellaneous Provision) Act, 1995
- k. food & civil supply department
  - i. Notification on PDS control Order
  - ii. Pulses, Edible, Oil Seeds (Storage Control Order)
  - iii. The Assam Guest Control Order 1973
  - iv. The Assam Paddy & Rice Procurement
  - v. The Assam Food grains (Licensing & Control) Order, 1961

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

- xii. The Assam Fire Service Rules, 1989
- xiii. The Police Act, 1861
- xiv. The Police Act, 1949
- xv. The Police Forces (Restriction of Rights) Act, 1966
- xvi. The Railway Protection Force Act, 1957
- xvii. THE PRISONERS (ATTENDANCE IN COURTS) ACT, 1955
- xviii. THE PRISONERS ACT, 1900
- xix. THE PRISONS (ASSAM AMENDMENT) ACT, 1956
- xx. THE PRISONS (ASSAM AMENDMENT) ACT, 1967
- xxi. THE PRISONS ACT, 1894
- xxii. THE TRANSFER OF PRISONERS ACT, 1950
- xxiii. The Assam Police Service Rules, 1966
- xxiv. The Notifications
- xxv. The Police (Incitement to Disaffection) Act, 1922
- xxvi. The Police (U.P. Amendment) Act, 1939
- xxvii. The Police (U.P. Amendment) Act, 1944
- xxviii. The Police (U.P. Amendment) Act, 1952
- xxix. The Police Act, 1888
- xxx. The U.P. Pradeshik Armed Constabulary Act, 1948
- p. Information technology department
  - i. Information technology policy, Assam
- q. Judicial department
  - i. The Assam Autonomous Districts Administration of Justice (Miscellaneous Provisions) Act, 1957
  - ii. The Assam Autonomous Districts Administration of Justice Act, 1960.
  - iii. The Assam Court-Fees (Second Amendment) Act, 1958.
  - iv. Assam Judicial Officers (Retirement On Superannuation) rules, 1995.
  - v. Assam Judicial Service Rules, 1967.
  - vi. Assam Legal Aid Rules, 1987
  - vii. Assam Legal Service Rules, 1962
  - viii. Assam State Legal Service Authority Rules 1996
  - ix. The Assam Civil Suit Rules
  - x. The Assam Criminal Rules
  - xi. The Assam Family Courts Rules, 1990
  - xii. The Assam Judicial Service Rules, 2003
  - xiii. The Assam Lokayukta and Upa-Lokayuktas Act, 1985
  - xiv. The Assam Court-Fees (Amendment) Act, 1947
  - xv. The Assam Court-Fees (Amendment) Act, 1950
  - xvi. The Assam Court-Fees (Amendment) Act, 1954
  - xvii. The Assam Court-Fees (Amendment) Act, 1955
  - xviii. The Assam Court-Fees (Amendment) Act, 1958
  - xix. The Assam Court-Fees (Amendment) Act, 1960
  - xx. The Assam Court-Fees (Amendment) Act, 1963
  - xxi. The Assam Court-Fees (Amendment) Act, 1972
  - xxii. The Assam Lokayukta and upa-Lokayuktas Rules,
  - xxiii. The Bengal, Agra and Assam Civil Courts Act, 1887

- xxiv. The Assam General Clauses Act, 1915
- r. HEALTH & FAMILY WELFARE DEPARTMENT
  - i. Assam Homoeopathic Medicine Act 1955
  - ii. Health Service Rules 1995
  - iii. The Assam Drugs (Control) Act, 1950
  - iv. The Assam Dangerous Drugs Rules, 1937
  - v. The Assam Drugs Control Organisation Service Rules, 1994
  - vi. The Assam Drugs Control Rules, 1945
  - vii. The Assam Homeopathic Rules, 1958
  - viii. The Assam Homeopathy (Diploma Course) Regulation
- s. INDUSTRIES & COMMERCE DEPARTMENT
  - i. Assam Act No Of 1998\_Industrial Relief
  - ii. Assam Act of 1998 Assam Industrial Relief Undertaking
  - iii. Industrial Disputes Act, 1947
  - iv. The Industrial Tribunal (Central Procedure) Rules, 1954
  - v. The Industrial Tribunal (Procedure) Rules, 1949
  - vi. The Industrial Disputes (Central) Rules, 1957
  - vii. INDUSTRIAL POLICY OF ASSAM\_2003
  - viii. THE ASSAM GAZETTE Recruitment and Promotion
  - ix. The Assam Khadi and Village Industries Board Act, 1955
  - x. The Assam Khadi and Village Industries Board Regulations, 1961
  - xi. The Assam Khadi and Village Industries Board Rules, 1961
- t. INFORMATION & PUBLIC RELATION DEPARTMENT
  - i. Assam Information and Public Relations Service Rules, 1986.
  - ii. The Press and Registration of Books Act, 1867
  - iii. The Press and Registration of Books Act, 1867(25 of 1867)
  - iv. The Registration of newspapers (Central) Rules, 1956
- u. WATER RESOURCES DEPARTMENT
- v. FISHERIES DEPARTMENT
  - i. The Assam Fishery Rules, 1953
- w. HILLS AREAS DEPARTMENT
  - i. Memorandum of Understanding
  - ii. Notification of The 25th September 1996
  - iii. Office Memorandum
  - iv. 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
  - i. Building Bye-Laws For Guwahati Metropolitan Area, 1998
  - ii. Guwahati Metropolitan Development Authority Act, 1985
  - iii. The Guwahati Metropolitan Development Authority (Amendment) Act, 1989
  - iv. Notifications
- dd. IRRIGATION DEPARTMENT
  - i. ASSAM IRRIGATION ACT , 1983

ee. JUDICIAL DEPARTMENT

- i. The Assam Autonomous Districts Administration of Justice (Miscellaneous Provisions) Act, 1957.
- ii. The Assam Autonomous Districts Administration of Justice Act, 1960.
- iii. The Assam Court-Fees (Second Amendment) Act, 1958.
- iv. Assam Judicial Officers (Retirement On Superannuation) rules, 1995.
- v. The Assam Court-Fees (Amendment) Act, 1947
- vi. The Assam Court-Fees (Amendment) Act, 1950
- vii. Assam Judicial Service Rules, 1967.
- viii. Assam Legal Aid Rules, 1987
- ix. Assam Legal Service Rules, 1962
- x. The Assam Court-Fees (Amendment) Act, 1954
- xi. The Assam Court-Fees (Amendment) Act, 1958
- xii. The Assam Court-Fees (Amendment) Act, 1960
- xiii. The Assam Court-Fees (Amendment) Act, 1963
- xiv. Assam State Legal Service Authority Rules 1996
- xv. The Assam Civil Suit Rules
- xvi. The Assam Criminal Rules
- xvii. The Assam Family Courts Rules, 1990
- xviii. The Assam Judicial Service Rules, 2003
- xix. The Assam Lokayukta and Upa-Lokayuktas Act, 1985
- xx. The Assam Court-Fees (Amendment) Act, 1972
- xxi. The Assam Lokayukta and upa-Lokayuktas Rules,
- xxii. The Bengal, Agra and Assam Civil Courts Act, 1887
- xxiii. The Assam General Clauses Act, 1915

ff. Labour & employment department

- i. Plantations labour act, 1951
- ii. The Assam labour service rules, 1970
- iii. Industrial statistics (further provisions and validating act. 1946.
- iv. The Assam industrial disputes rules 1958
- v. The Assam industrial disputes Assam amendment) act.1962
- vi. The Assam industrial establishment (conferment of permanent status to workmen) rules. 1995
- vii. Industrial disputes (appellate tribunal) (withdrawal of Assam modification orders) act, 1958
- viii. The Assam labour service rules for the departmental examinations, 1985
- ix. The Assam industrial establishment (conferment of permanent status to workmen) act. 1985
- x. Industrial disputes appellate tribunals) (extension to the Assam autonomous districts) act, 1956

gg. Legislative department

- i. Notification
- ii. The Assam right to information act, 2001
- iii. The Assam right to information act, 2001

hh. Minorities development department

- i. The Assam state commission for minorities act, 2003

- ii. Passport department
  - i. Compendium of central (operative) acts, rules, orders and notifications relating to foreigners
  - ii. Foreigners (internment) order, 1962
  - iii. Foreigners (protected areas) order, 1958
  - iv. Foreigners (report to police) order, 1971
  - v. Foreigners (restricted area) order 1963
  - vi. Foreigners (restriction on chinese national) order, 1962
  - vii. Foreigners (restriction on residence) order, 1968
  - viii. Foreigners (tribunal) order, 1964
  - ix. Foreigners act 1946
  - x. Foreigners from uganda order, 1972
  - xi. Foreigners law (application and amendment) act, 1962
  - xii. Foreigners orders 1948 order under the foreigners act, 1946
  - xiii. Notification for restriction in chakrata
  - xiv. Registration of foreigners-rules 1939
  - xv. Notification of restriction in dehradun-rajpur
  - xvi. Notification pertaining to (indo-burmese) traffic
  - xvii. Notification restriction in rewalsar (h.p.)
  - xviii. Notification pertaining to indo-pak refugee traffic
  - xix. Notifications for restrictions in kalimpong (w. Bengal)
  - xx. Order pertaining to entrants from east bengal-reporting to police
  - xxi. Order pertaining to indo-bangladesh border residents and seamen
  - xxii. Passport (entry into india) act, 1920
  - xxiii. Passport (entry into india) rules, 1950
  - xxiv. Permit issuing delegated authorities under foreigners (restricted area) order, 1963
  - xxv. Registration of foreigners (bangladesh) rules, 1973
  - xxvi. Registration of foreigners (exemption) order, 1957
  - xxvii. Registration of foreigners-act 1939
- jj. Panchayat and rural development department
  - i. The Assam panchayat (administrative) rules, 2002 part- ii
  - ii. The Assam panchayat (administrative) rules, 2002 part-i
  - iii. The Assam panchayat (constitutions) rules , 1995
  - iv. The Assam panchayat act, 1994
  - v. The Assam panchayat constitution (amendment) rules, 2000
- kk. Parliamentary affairs department
  - i. The Assam deputy speaker's salaries and allowances act, 1958
  - ii. The Assam legislative assembly members' salaries allowances and pensions (amendment) act, 2003
  - iii. The Assam legislative assembly members' salaries and allowances act, 1958
  - iv. The Assam ministers' ministers' of state and deputy ministers' salaries and allowances (amendment)
  - v. The Assam ministers' and deputy ministers' salaries and allowances act, 1958
  - vi. 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
    - i. Pension code -Part-I
    - ii. Pension code - Part-II
    - iii. 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
    - a. Handout of courses- management of training. Direct trainer skills, design of training, training needs analysis
    - b. Transparencies on courses on MOT, DTS, DOT, TNA
    - c. Course directors report.
  3. Pay roll of employees.
  4. Library database

# Right to Information

## Proactive Disclosure under RTI Act, 2005

### XV

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

Assam Administrative Staff College,  
Guwahati

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

1.PERSONS ENTITLED:

**The Following Persons are entitled to use the Library:**

- i) Officers and Staff of Assam Administrative Staff College.**
- ii) Guest Faculty Members.**
- iii) Participants of different training programmes.**
- iv) All State Governments Officer working in Greater Guwahati on the recommendation of their heads of department and on payment of Rs. 500/- as security money.**

2.OPENING HOURS:

**To ensure the effective and better Library services to all the categories of library users it is decided to keep open the AASC Library from 8.00 am to 8.00 pm on all working days.**

3.FACILITIES PROVIDED BY THE LIBRARY:

- i) Lending of Books.**
  - ii) Xeroxing Facilities (on payment)**
  - iii) Audio- Visual Facilities, Internet Facilities.**
  - iv) Facilities of 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, regulation and Acts etc.**
- The following reading materials are also available:**
- v) Periodicals, Journals and News Papers facilities.**
  - vi) Reference Books: Encyclopedia, Dictionaries, and Hand Books.**
  - vii) Special collection of books on North Eastern Region.**

4.CONTACT PERSON

**Mr. M.C. Bhattacharjee**  
**Librarian, AASC.**

Pre Examination Training Cell, AASC

**INTRODUCTION**

The P.E.T.C. had started functioning from March, 1985 with the coaching programmes for the Central Civil services (IAS etc.) examination and Bank P.O Examination. In the next step it extended its coaching programmes for ONGC recruitment and Indian Forest Examination. However, the Principal coaching

programme of P.E.T.C is the coaching for the Central Civil services (IAS) Examination.

### **FACULTY SUPPORT**

Faculties will be 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 TO BE 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.
- Scholarship & Stipend (@ Rs. 700 per month for IAS Preliminary and Main Examination and Rs. 375 per month for Bank, LIC and SSC Examination) will be awarded to the candidates as per Govt. approved Rate & Norms.

### **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.
- And coaching for Bank, SSC, etc:- 1 month

### **PRESENT ACTIVITIES**

We are conducting a coaching of 2 days in collaboration with the RAU's Study Circle and a 3 Months coaching by the Samkalp Academy, New Delhi. The timing of coaching will be 4.00 pm to 7.00 pm for the convenience of the students who are also studying in different colleges & Universities. We are also trying our level best to come at par with the leading coaching Institutions outside Assam.

### **CONTACT PERSON**

Dr. S. C. Bhattacharjee  
Joint Director, AASC.

# Right to Information

Proactive Disclosure under RTI Act, 2005

XVI

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

Assam Administrative Staff College,  
Guwahati

**XVI**

<b>Sl. No.</b>	<b>Name</b>	<b>From which services</b>	<b>Designation</b>	<b>Educational Qualification</b>	<b>Ph. No.</b>	<b>Remarks</b>
1	<b>Shri Anjan Chakravarty,</b>	ACS	Joint Director of Training, Assam Administrative Staff College, Guwahati – 22 & Public Information Officer, Assam Administrative Staff College, Guwahati – 22.	M.A.	2363325 2361593 (EPABX)	
2	<b>Mrs. S.I. Rashid,</b>	ACS	Joint Director of Training, Assam Administrative Staff College, Guwahati – 22 & Public Information Officer, Assam Administrative Staff College, Guwahati – 22.	M.A.	2363325 2361593 (EPABX)	
3	<b>Shri D.P. Misra,</b>	ACS	Deputy Director of Training, Assam Administrative Staff College, Guwahati – 22 & Assistant Public Information Officer, Assam Administrative Staff College, Guwahati – 22.	MBA	2363325 2361593 (EPABX)	

# Right to Information

Proactive Disclosure under RTI Act, 2005

XVII

(Such other information as may be  
prescribed)

Assam Administrative Staff College,  
Guwahati

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
JAWAHARNGAR::GUWAHATI-781 022

No. AASC (T/C) 26/2003/201,

Dated 17<sup>th</sup> April 2006.

**Office Order: AASC Training Calendar 2006-07**

The Assam Administrative Staff College, Khanapara, Guwahati Training Calendar for 2006-07 is enclosed as per Annexure-1.

(Dr. M.Ariz Ahammed, IAS)  
Director of Training, AASC

No. AASC (T/C) 26/2003/201-A  
2006.

Dated 17<sup>th</sup> April

For kind information.

1. The Staff Officer to Chief Secretary, Assam.
2. The Addl.Chief Secretaries to the Government of Assam, Dispur.
3. The Principal Secretaries to the Government of Assam, Dispur.
4. The Commissioners of Division – LAD/NAD/UAD/HBV.
5. The Commissioner and Secretary to the government of Assam, Administrative Reforms and Training Department, Dispur - is requested to kindly request all the Departments to avail the training facilities by nominating officers.
6. The Commissioner and Secretary to the Government of Assam, Personnel Department, Dispur – is requested to kindly request all the Departments to avail the training facilities by nominating officer
7. The Commissioner and Secretaries / Secretaries to the Government of Assam, Dispur.
8. The Joint Secretary to Government of India, Department of Personnel and Training, Training Division, New Delhi.
9. The Joint Secretary to Government of India, Ministry for DONER, New Delhi.
10. The Director / Deputy Secretary / Joint Director to Government of India, Department of Personnel and Training, Training Division, New Delhi.
11. The Director, LBSNAA/ ISTM / All State ATIs / All Training Institutes -India & Assam.

For information and necessary action: -

12. All the Departments of Government of Assam – are requested to circulate calendar among all HODs and District officers and nominate officers to appropriate Courses.
13. The Principal Secretaries of Autonomous Councils- Karbi Anglong / NC Hills / BTAD- are requested to circulate this calendar among all HODs / District officers and nominate officers to appropriate Courses.
14. All the Deputy Commissioners – for necessary action & to discuss in DDC.
15. All the Heads of Departments – Directors/ Managing Directors /Commissioners/Chief Engineers/Principal Chief Conservator of forests/ CEOs/ Project Directors and others.- are requested to circulate the training calendar among all your respective District Heads of Departments and nominate officers accordingly.
16. All Officer In charges, Departmental Training Institutes of Assam State- for necessary action.
17. The District Training Manager, District Training Centre – Nagaon / Goalpara.
18. The Nazir, State Secretariat, Dispur- for display in all blocks notice board.
19. All the faculty and the Course Directors - for necessary action as per DoPT, Govt. of India/Govt. of Assam/HUDCO/MHA/NIUA/HSMI etc. norms and Job chart and are accountable for organizing courses successfully as per set standards and Training calendar.
20. The Joint Director of Training Training Cell, AASC - shall take all necessary steps for organizing courses as per training calendar and submit monthly performance reports and others as per job chart.
21. The Deputy Secretary to the Government of Assam, STS, AASC, Khanapara.
22. The Administrative Officer, AASC, Khanapara – for necessary action.
23. The System Analyst AASC Khanapara, will host the training calendar at AASC web portal [www.aasc.nic.in](http://www.aasc.nic.in) before 18<sup>th</sup> April 2006.
24. The Registrar, Superintendents (Office & Hostel) and Librarian of AASC, Khanapara,
25. Notice Board- Office / Library / Hostel.

By order ....

(Dr. M.Arif Ahammed, IAS)  
Director of Training, AASC  
Email:[aasc1960@yahoo.com](mailto:aasc1960@yahoo.com);

[arizahmed@yahoo.com](mailto:arizahmed@yahoo.com) Ph:0361-2363325: Fax No.0361-2362361

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\*For kind information of all nominating agencies / Participants: The respective Course director may please be contacted for further details. Their contact numbers are as below:

S.No	Faculty / Course Director	Telephone AASC Exchange 2361593 Ext.No	Residence Telephone No. STD Code:0361	Mobile
01	Shri A.Chakravarty	101	2264347	98641-08073
02.	Shri K.C.Kalita	103	Nil	94351-06399
03.	Shri G.Bothra	102	2360066	98640-26137
04.	Shri P.K.Buragohain	205	Nil	98640-48799
05.	Shri A.K.Purkayastha	109	2333313	98640-16698
06	Smti. S.I.Rashid,	104	2267083	98640-64903
07.	Dr.(Mrs) S.C.Bhattacharyya	105	2264188	9864078406
08.	Shri D.P.Misra	206	2457278	94351-07379
09.	Shri S.G.Saikia	110	2269026	Nil
10.	Shri L.N.Thakur	114	2366387	Nil
11	Smti. N.Sarma	111	2527662	Nil
12.	Dr. M.M.Saikia	107 & 2360068	2331237	98640-93630
13	Dr. B.Choudhury	106	Nil	98640-76179
14.	Shri J.S.Kakoty	106	2347482	98640-67381

**Annexure-1**

**Assam Administrative Staff College**  
**Training Calendar for year 2006-2007**

Sl. No.	Code No.	Course Title	Category	Sponsored By	Proposed Date	Course Director
<b>April,2006</b>						
1	A001/ 06-07	Training Course for FAO's & Accounts Officers on "Fiscal Responsibility & Budgeting"	State	GOA/ Finance Deptt.	10-13 April,2006	S.G.Saikia
2.	A-002/ 06-07	Windows and MS Excel for Finance Department	State	GOA/ Finance Deptt.	17-21 April,2006	L.N.Thakur
<b>May,2006</b>						
3	A-003/ 06-07	Induction Course for Aruncachal Pradesh Civil Service	State	Govt. of A. Pradesh.	2 <sup>nd</sup> May to 31 <sup>st</sup> Aug. 2006	G.Bothra
4	A-004/ 06-07 G* 1247	Management of Training*	State	GOI/DoPT	15-19 May,2006	D.P.Misra,
5	A-005/ 06-07	Training Programme for officers of Tourism Department	State	GOA	22-26 May,2006	S.I.Rashid,
6	A-006/ 06-07	Management of Training (MoT) * under Trainer Development	State	GOI/DoPT	22-26 May,2006	D.P.Misra
7	A-007/	WTO implications for Indian	State	GOA	29-31 May,2006	A.Chakravarty

	06-07	economy				
8	A-008/ 06-07	Right to Information Act,2005*	State	GOI/DoPT	29-31 May,2006	K.C.Kalita
9	A-009/ 06-07	Rural Industries Promotion and Entrepreneurship.	State	GOA	29 <sup>th</sup> May to 2 <sup>nd</sup> June, 2006	P.K.Buragohain
10	A-010/ 06-07 G* 2415	Gender Issues	State	GOI/DoPT	29 <sup>th</sup> May to 2 <sup>nd</sup> June, 2006	S.C.Bhattacharya
<b>June, 2006</b>						
11	A-011/ 06-07 G *1251	Ethical Issues in Administration*	State	GOI/DoPT	05-07 June,2006	G.Bothra,
12	A-012/ 06-07 1291	Accounts & Financial Rules Karbi Anglong*	District	GOI/DoPT	05-09 June,2006	S.G.Saikia
13	A-013/ 06-07	Application of Computer in Govt. offices. (Dibrugarh)*	District	GOI/DoPT	05-09 June,2006	N.Sarma
14	A-014/ 06-07 G*2366	Financial Management	State	GOI/DoPT	05-09 June,2006	S.G.Saikia
15	A-015/ 06-07	Distance Learning Methodology*	National	GOI/DoPT	05-16 June,2006	A.Chakravarty
16	A-016/ 06-07	Right to Information Act,2005*	State	GOI/DoPT	13-15 June,2006	K.C.Kalita
17	A-017/ 06-07	E-Governance Trends and Practice	State	GOA	13-15 June,2006	L.N.Thakur
18	A-018/ 06-07	Discipline & Appeal Rules	State	GOA	13-15 June,2006	A.K.Purkayastha
19	A-019/ 06-07	Orientation Course for IAS Officers, Assam Meghalaya Cadre	State	GOA	13-24 June,2006	P.K.Buragohain
20	A-020/ 06-07 G*1257	Human Rights*	State	GOI/DoPT	19-23 June,2006	G.Bothra
21	A-021/ 06-07	Design of Training, ATI, Mizoram*	State	GOI/DoPT	19-23 June,2006	L.N.Thakur/ D.P.Misra
22	A-022/ 06-07	Workshop on Problems of Women in Rural Areas	State	GOA	19-23 June,2006	S.I.Rashid,
23	A-023/ 06-07	Training Need Analysis (TNA)*	National	GOI/DoPT	19-29 June,,2006	N.Sarma
24	A-024/ 06-07	E-Governance Data Standards	State	GOA	26-28 June,2006	L.N.Thakur,
25	A-025/ 06-07	Discipline & Appeal Rules	State	GOA	26-28 June,2006	A.K.Purkayastha
26	A-026/ 06-07 G * 1250	Land Reforms*	State	GOI/DoPT	26-30 June,2006	P.K.Buragohain
27	A-027/ 06-07	Empowerment of Women	State	GOI/DoPT	26-30 June,2006	S.C.Bhattacharya

	G* 2372					
<b>July,2006</b>						
28	A-028/ 06-07	WTO implications for Indian economy	State	GOA	03-05 July,2006	A.K.Purkayastha
29	A-029/ 06-07	Administration and Leadership for Small & Micro Enterprises Promotion	State	GOA	03-05 July,2006	P.K.Buragohain
30	A-030/ 06-07	E-Governance Modules	State	GOA	03-05 July,2006	N.Sarma,
31	A-031/ 06-07	Writing Project proposals using logical Frame work	State	GOA	03-05 July,2006	A.Chakravarty,
32	A-032/ 06-07	Distance Learning Methodology Workshop*	National	GOI/DoPT	10-12 July,2006	A.Chakravarty
33	A-033/ 06-07	E-Governance Trends and Practices.	State	GOA	10-12 July,2006	L.N.Thakur
34	A-034/ 06-07	Inservice Course for ACS Officers (5-8 years seniority)	State	GOA	10-14 July,2006	P.K.Buragohain

35	A-035/ 06-07 G * 2414	Personnel Management	State	GOI/DoPT	10-14 July,2006	D.P.Misra
36	A-036/ 06-07	Training Programme for officers of Agriculture Department.	State	GOA	17-21 July,2006	S.I.Rashid,
37	A-037/ 06-07 G* 2403	Office Procedure and Management	State	GOI/DoPT	17-21 July,2006	K.C.Kalita
38	A-038/ 06-07	Human Rights	State	GOA	17-21 July,2006	G.Bothra
39	A-039/ 06-07	ToT Course on Good Governance etc. for district functionaries of North East.	Regional	GOI/ DoNER	17-28 July,2006	A.K.Purkayastha
40	A-040/ 06-07	Government Process Re-engineering	State	GOA	24-26 July,2006	L.N.Thakur
41	A-041/ 06-07	“Office Procedure, Finance & Accounts” for UDA’s & LDA’s of Health Services & Family Welfare Department	State	GOA/ Health Deptt.	24-29 July,2006	S.G.Saikia
42	A-042/ 06-07	Orientations Course on Office Procedure & Management (Officers posted to the Secretariat for the first time)	State	GOA	24 <sup>th</sup> July to 4 <sup>th</sup> August,2006	K.C.Kalita
43	A-043/ 06-07	Training Programme for officers of Sericulture Department	State	GOA	31 <sup>st</sup> July to 4 <sup>th</sup> August,2006	S.I.Rashid
44	A-044/ 06-07	Training Programme for officers of P & R.D. Deptt.	State	GOA	31 <sup>st</sup> July to 4 <sup>th</sup> August,2006	P.K.Buragohain

45	A-045/ 06-07 G* 2417	Departmental proceedings	State	GOI/DoPT	31 <sup>st</sup> July to 4 <sup>th</sup> August,2006	A.K.Purkayastha
<b>August, 2006</b>						
46	A-046/ 06-07	Inservice Course for ACS Officers (9-15 years seniority)	State	GOA	07-11 August,2006	P.K.Buragohain
47	A-047/ 06-07 G * 2382	WTO Implication for Indian Economy	State	GOI/DoPT	07-11 August,2006	A.Chakravarty
48	A-048/ 06-07 G* 2405	Accounts & Financial Rules	District level	GOI/DoPT	07-11 August,2006	S.G.Saikia
49	A-049/ 06-07 G* 2381	E-Governance & Trends and Practices	State	GOI/DoPT	07-11 August,2006	L.N.Thakur
50	A-050/ 06-07	Distance Learning Methodology*	National	GOI/DoPT	07-19 August,2006	A.K.Purkayastha
51	A-051/ 06-07 G* 2377	Right to Information Act,2005	State	GOI/DoPT	21-23 August,2006	A.Chakravarty
52	A-052/ 06-07	Interpersonal Skills Development (ACS Middle level officers)	State	GOA	21-25 August,2006	P.K.Buragohain
53	A-053/ 06-07	Road Transport Management (Transport Department)	State	GOA	21-25 August,2006	S.I.Rashid
54	A-054/ 06-07	Natural Resource Management and Environmental concerns.	State	GOA	28 <sup>th</sup> August to 1 <sup>st</sup> September,2006	P.K.Buragohain
55	A-055/ 06-07	2-Week Orientations Course on Office Procedure & Management (Officers posted to the Secretariat for the first time)	State	GOA	28 <sup>th</sup> August to 8 <sup>th</sup> September,2006	K.C.Kalita
56	A-056/ 06-07	“Office Procedure, Finance & Accounts & Project Management” for Officers of Health Services & Welfare Department	State	GOA/ Health Deptt.	28 <sup>th</sup> August to 2 <sup>nd</sup> September,2006	S.I.Rashid
57	A-057/ 06-07	ToT Course on Good Governance etc. for district functionaries of North East.	Regional	GOI/ DoNER	28 <sup>th</sup> August to 8 <sup>th</sup> Sept.2006	A.K.Purkayastha
<b>September, 2006</b>						
58	A-058/ 06-07	Project Implementation & Monitoring Evaluation (PIME) (Development Department)	State	GOA	04-08 Sept., 2006	D.P.Misra,
59	A-059/ 06-07 G*2390	Values in Administration	State	GOI/DoPT	04-08 Sept.2006	G.Bothra
60	A-060/ 06-07	Office Procedure and Management	State	GOIDoPT	04-08 Sept.2006	K.C.Kalita

	G *2409					
61	A-061/ 06-07	Direct Trainer Skills (R.C. at ATI, Kolkata)	State	GOI/DoPT	04-08 Sept.2006	D.P.Misra
62	A-062/ 06-07	Design of Training (R.C. at ATI, Kolkata)	State	GOI/DoPT	11-15 Sept.2006	A.Chakravarty
63	A-063/ 06-07	ToT Course on Good Governance etc. for district functionaries of North East.	Regional	GOI/ DoNER	11-22 Sept.2006	A.K.Purkayastha
64	A-064/ 06-07	E-Governance Project Development Methodology	State	GOA	18-22 Sept.2006	N.Sarma,
65	A-065/ 06-07	Training Programme for officers of Food & Civil Service Dept.	State	GOA	18-22 Sept.,2006	S.I.Rashid
66	A-066/ 06-07	“Office Procedure, Finance & Accounts” for UDA”s & LDA’s of Health Services & Family Welfare Department	State	GOA/ Health Deptt.	18-23 Sept.2006	K.C.Kalita
67	A-067/ 06-07 G *2387	Stress Management	State	GOI/DoPT	25-27 Sept.2006	D.P.Misra
68	A-068/ 06-07 G* 2378	Right to Information Act,2005	State	GOI/DoPT	25-27 Sept. 2006	K.C.Kalita
69	A-069/ 06-07	Distance Learning Methodology Workshop*	National	GOI/DoPT	25-27 Sept.,2006	A.K.Purkayastha
<b>October,2006</b>						
70	A-070/ 06-07 G*2395	Managing Change in Organization	State	GOI/DoPT	09-13 Oct.2006	D.P.Misra
71	A-071/ 06-07 G*2395	Accounts, Financial Rules and Assam Fiscal Responsibility & Budget Manual	State	GOA	09-13 Oct.2006	S.G.Saikia
72	A-072/ 06-07	Direct Trainer Skills (National Calendar at AASC)	National	GOI/DoPT	09-13 Oct.2006	S.C.Bhattacharya
73	A-073/ 06-07	Design of Training (National Calendar at AASC)	National	GOI/DoPT	16-20 Oct.2006	A.Chakravarty
74	A-074/ 06-07 G* 2396	Court Procedure	State	GOI/DoPT	16-20 Oct.2006	G.Bothra
75	A-075/ 06-07	Leadership & Change Management (Middle level ACS/ APS officers)	State	GOA	16-20 Oct.2006	D.P.Misra
76	A-076/ 06-07	ToT Course on Good Governance etc. for district functionaries of North East.	Regional	GOI/ DoNER	16-28 Oct.2006	A.K.Purkayastha
77	A-077/ 06-07 G* 2420	Standardizing service delivery & Citizens Charter	State	GOI/DoPT	30 <sup>th</sup> October to 3 <sup>rd</sup> November,2006	G.Bothra
78	A-078/ 06-07	Office Procedure & Management	State	GOA	30 <sup>th</sup> October to 3 <sup>rd</sup> November,2006	K.C.Kalita

79	A-079/ 06-07	“Office Procedure, Finance & Accounts & Project Management” for Officers of Health Services & Welfare Department	State	GOA/ Health Deptt.	30 <sup>th</sup> October to 4 <sup>th</sup> November,2006	S.I.Rashid
<b>November, 2006</b>						
80	A-080/ 06-07 G* 2398	Land Reforms	State	GOI/DoPT	06-10 Nov.2006	P.K.Buragohain
81	A-081/ 06-07	Accounts, Financial Rules and Assam Fiscal Responsibility & Budget Manual	State	GOA	06-10 Nov.2006	S.G.Saikia
82	A-082/ 06-07	Distance Learning Methodology (DLM)	National	GOI/DoPT	06-18 Nov.2006	A.Chakravarty
83	A-083/ 06-07 G* 2399	Citizens Charter	State	GOI/DoPT	13-17 Nov.2006	G.Bothra
84	A-084/ 06-07	Direct Trainer Skill –II (DTS-II)	State	GOI/DoPT	13-17 Nov.2006	D.P.Misra
85	A-085/ 06-07	“Office Procedure, Finance & Accounts” for UDA’s & LDA’s of Health Services & Family Welfare Department	State	GOA/ Health Deptt.	13-18 Nov.2006	P.K.Buragohain
86	A-086/ 06-07 G* 2392	Ethical Issues in Administration	State	GOI/DoPT	20-22 Nov.2006	G.Bothra
87	A-087/ 06-07	ToT Course on Good Governance etc. for district functionaries of North East.	Regional	GOI/ DoNER	20 <sup>th</sup> November to 1 <sup>st</sup> December,2007	A.K.Purkayastha
88	A-088/ 06-07	Direct Trainer Skills (R.C. at SIPARD, Agartala)	State	GOI/DoPT	27 <sup>th</sup> November to 1 <sup>st</sup> December,2006	N.Sarma/ A.K.Purkayastha
89	A-089/ 06-07	Office Procedure & Management	State	GOA	27 <sup>th</sup> November to 1 <sup>st</sup> December,2006	K.C.Kalita
<b>December, 2006</b>						
90	A-090/ 06-07 G* 2401	Training of Trainer Course on Office Procedure through DLM	State	GOI/DoPT	04-08 Dec.2006	K.C.Kalita
91	A-091/ 06-07	Design of Training (R.C. at SIPARD, Agartala)	State	GOI/DoPT	04-08 Dec.2006	D.P.Misra/ L.N.Thakur
92	A-092/ 06-07	Management of State Finance	State	GOA	04-08 Dec.2006	S.G.Saikia
93	A-093/ 06-07	Windows & Office productivity Tools & Internet	State	GOA	05-07 Dec.2006	N.Sarma
94	A-094/ 06-07	Windows & Office productivity tools & Internet	State	GOA	11-15 Dec.2006	L.N.Thakur
95	A-095/ 06-07	“Office Procedure, Finance & Accounts & Project Management” for Officers of Health Services	State	GOA/ Health Deptt.	11-16 Dec.2006	S.I.Rashid

		& Family Welfare Department				
96	A-096/ 06-07	Training Need Analysis (TNA)	National	GOI/DoPT	11-22 Dec.2006	D.P.Misra
97	A-097/ 06-07	Distance Learning Methodology (Workshop)	National	GOI/DoPT	18-20 Dec.2006	A.Chakravarty
98	A-098/ 06-07	Management of Training (under Trainer Development)	State	GOI/DoPT	18-22 Dec.2006	D.P.Misra
99	A-099/ 06-07 G* 2379	Right to Information Act,2005	State	GOI/DoPT	18-20 Dec. 2006	K.C.Kalita
100	A-100/ 06-07	Windows & Office productivity tools & Internet	State	GOA	19-21 Dec.2006	L.N.Thakur
<b>January, 2007</b>						
101	A-101/ 06-07	Windows & Office productivity tools & Internet	State	GOA	02-06 Jan.2007	N.Sarma
102	A-102/ 06-07	Windows & Office productivity tools & Internet	State	GOA	08-12 Jan.2007	L.N.Thakur
103	A-103/ 06-07	Management of State Finance	State	GOA	08-12 Jan..2007	S.G.Saikia
104	A-104/ 06-07	Project Management	State	GOA	08-12 Jan.2007	D.P.Misra
105	A-105/ 06-07	Word & Power point	State	GOA	18-20 Jan.2007	N.Sarma
106	A-106/ 06-07	Participatory Learning and Action	State	GOA	29 <sup>th</sup> January to 2 <sup>nd</sup> February,2007	A.Chakravarty
107	A-107/ 06-07	“Office Procedure, Finance & Accounts” for UDA’s & LDA’s of Health Services & Family Welfare Department	State	GOA/ Health Deptt.	29 <sup>th</sup> January to 3 <sup>rd</sup> February,2007	S.I.Rashid
<b>February, 2007</b>						
108	A-108/ 06-07	Windows & Office Productivity tools & internet	State	GOA	05-09 Feb.2007	L.N.Thakur
109	A-109/ 06-07	AGMUT Cadre	State	GOI/ DoNER	05-24 Feb.2007	G.Bothra
110	A-110/ 06-07	Right to Information Act.	State	GOA	12-14 Feb.2007	K.C.Kalita
111	A-111/ 06-07	“Office Procedure, Finance & Accounts & Project Management” for Officers of Health Services & Welfare Department	State	GOA/ Health Deptt.	12-17 Feb.2007	S.I.Rashid
112	A-112/ 06-07	Windows & Office Productivity & internet	State	GOA	14-16 Feb.2007	N.Sarma
113	A-113/ 06-07	Windows & Office Productivity tools & internet	State	GOA	19-23 Feb.2007.	L.N.Thakur
114	A-114/ 06-07	Training Programme Excise Department (P)	State	GOA	19-23 Feb.2007	S.I.Rashid

115	A-115/ 06-07	“Office Procedure, Finance & Accounts” for UDA’s & LDA’s of Health Services & Family Welfare Department	State	GOA/ Health Deptt.	26 <sup>th</sup> February to 3 <sup>rd</sup> March,2007	S.G.Saikia
<b>March, 2007</b>						
116	A-116/ 06-07	Windows & Office productivity tools & Internet	State	GOA	05-09 March,2007	L.N.Thakur
117	A-117/ 06-07	Preparing Project proposal Using logical frame work	State	GOA	12-14 March,2007	A.Chakravarty
118	A-118/ 06-07	“Office Procedure, Finance & Accounts & Project Management” for Officers of Health Services & Welfare Department	State	GOA/ Health Deptt.	12-17 March,2007	S.I.Rashid
119	A-119/ 06-07	Windows & Office productivity tools & Internet	State	GOA	19-23 March,2007	N.Sarma

**Pre-Examination Training Centre (PETC)**

120	PETC -01 06-07	Pre – Examination Coaching Programme for Central Civil Services (IAS etc.) Preliminary, 2006. To be conducted by UPSC. (2nd Phase.)	State	GOA/GOI	17.04.2006 to 06.05.2006	S.C.Bhattacharya
121	PETC -02 06-07	Pre – Examination Coaching Programme for Bank P.O. Examination, 2006, conducted by Banking Board.	State	GOA/GOI	24.04.2006 to 12.05.2006	S.C.Bhattacharya
122	PETC -03 06-07	Pre – Examination Coaching Programme for Central Civil Services (IAS etc.. )Main, 2006. To be conducted by UPSC.	State	GOA/GOI	03.07.2006 to 31.08.2006	S.C.Bhattacharya
123	PETC -4 06-07	Pre – Examination Coaching Programme for Graduate Level Main Examination, 2005, SSC.to held on 18 <sup>th</sup> ,23 <sup>rd</sup> ,24 <sup>th</sup> & 25 <sup>th</sup> June, 2006	State	GOA/GOI	22.05.2006 to 08.06.2006	S.C.Bhattacharya
124	PETC -05 06-07	Pre – Examination Coaching Programme for Bank P.O. Examination, 2006, conducted by Banking Board.	State	GOA/GOI	10.07.2006 to 28.10.2006	S.C.Bhattacharya
125	PETC -06 06-07	Pre – Exam Coaching Programme for Graduate Level Preliminary Examination, 2006, SSC.	State	GOA/GOI	04.09.2006 to 25.09.2006	S.C.Bhattacharya
126	PETC -07 06-07	Grade Officers of Reserve Bank of India. Exam.2006	State	GOA/GOI	10.10.2006 to 28.10.2006	S.C.Bhattacharya
127	PETC -08 06-07	Pre – Examination Coaching Programme for Central Civil Services (IAS etc. Preliminary, 2007. To be conducted by UPSC. (1st Phase.)	State	GOA/GOI	06.11.2006 to 31.03.2007	S.C.Bhattacharya

<b>CENTER FOR URBAN MANGEMENT AT AASC (CUM) , GUWAHATI</b>						
128	UM-01/ 06-07	Orientation Programme for Women Elected Representatives of ULBS	State	MAD	15-19 May,2006	Dr. B.Choudhury Sri J.S. Kakoty
129	UM-02/ 06-07	Municipal Accounting System	State	NIUA	22 – 26 May,2006	Dr. B.Choudhury Sri J.S. Kakoty
130	UM-03/ 06-07	Private Sector Participation in the Provision of Urban Infrastructure	State	HSMI	13 – 17 June, 2006	Dr.B.Choudhury. Sri J.S. Kakoty
131	UM-04/ 06-07	Municipal Resource Mobilization	State	NIUA	26 – 30 June,2006	Dr. B.Choudhury Sri J.S. Kakoty
132	UM-05/ 06-07	Citizens' Charter for Urban Local Bodies	State	HSMI	17 – 21 July,2006	Dr. B.Choudhury Sri J.S. Kakoty
133	UM-06/ 06-07	Municipal Accounting System	State	NIUA	7 – 11 Aug.,2006	Dr. B.Choudhury Sri J.S. Kakoty
134	UM-07/ 06-07	Urban Infrastructure Financing	State	NIUA	04 – 06 Sept.2006	Dr. B.Choudhury Sri J.S. Kakoty
135	UM-08/ 06-07	TOT on Evaluation of Urban Poverty Alleviation Programmes	State	HSMI	18 – 22 Sept. 2007	Dr. B.Choudhury Sri J.S. Kakoty
136	UM-09/ 06-07	Zoning Regulations and Building Bye Laws	State	HSMI	16 – 18 Oct. 2006	Dr.B.Choudhury Sri J.S. Kakoty
137	UM-10/ 06-07	Orientation Programme for Women Elected Representatives of ULBS	State	MAD	06 – 10 Nov. 2006	Dr. B.Choudhury Sri J.S. Kakoty
138	UM-11/ 06-07	Workshop on Property Tax Reform	State	HSMI	27 – 28 Nov. 2006	Dr. B.Choudhury Sri J.S. Kakoty
139	UM-12/ 06-07	Municipal Accounting System	State	NIUA	04 – 08 Dec.2006	Dr. B.Choudhury Sri J.S. Kakoty
140	UM-13/ 06-07	Orientation Programme for Women Elected Representatives of ULBS	State	MAD	02 – 04 Jan. 2007	Dr. B.Choudhury Sri J.S. Kakoty
141	UM-14/ 06-07	Preparation of Drainage Master Plan	State	HSMI	08 – 12 Jan. 2007	Dr.B.Choudhury Sri J.S. Kakoty
142	UM-15/ 06-07	Workshop on Urban Vision –2025	State	HSMI	01 – 02 Feb.2007	Dr. B.Choudhury Sri J.S. Kakoty
143	UM-16/ 06-07	Orientation Programme for Women Elected Representatives of ULBS	State	MAD	05 – 07 Feb.2007	Dr. B.Choudhury Sri J.S. Kakoty
144	UM-17/ 06-07	Municipal Accounting System	State	NIUA	19 – 23 Feb. 2007	Dr. B.Choudhury Sri J.S. Kakoty
145	UM-18/ 06-07	Application of GIS in Tax Mapping	State	HSMI	05 – 09 Mar.,2007	Dr. B.Choudhury Sri J.S. Kakoty
146	UM-19/ 06-07	Workshop Pricing and Cost Recovery of Urban Services	State	NIUA	13 – 14 Mar. 2007	Dr. B.Choudhury Sri J.S. Kakoty
147	UM-20/ 06-07	Operation and Maintenance of Urban Services	State	NIUA	15 – 17 Mar. 2007	Dr. B.Choudhury Sri J.S. Kakoty
148	UM-21/ 06-07	Municipal Solid Waste Management	State	HSMI	To be decided by HSMI , New Delhi	Dr. B.Choudhury Sri J.S. Kakoty

CENTRE FOR NATURAL DISASTER MANAGEMENT (CNDM)						
149	DM-01/ 06--07	Initial and Refresher Training of District Disaster Management Team	State	GOI	22 <sup>nd</sup> -26 <sup>th</sup> May, 2006	Dr.M.M.Saikia
150	DM-02/ 06—07	Incident Command System -I	National	GOI	05 <sup>th</sup> -09 <sup>th</sup> June, 2006	Dr.M.M.Saikia
151	DM-03/ 06—07	TOT on Disaster Management for High School Teachers	State	GOI	19 <sup>th</sup> -21 <sup>st</sup> June, 2006	Dr.M.M.Saikia
152	DM-04/ 06—07	Orientation and Refresher Training of Master Trainers on Disaster Management	State	GOI	24 <sup>th</sup> -28 <sup>th</sup> July, 2006	Dr.M.M.Saikia
153	DM-05/ 06—07	Incident Command System-II	National	GOI	21 <sup>st</sup> Aug.-1 <sup>st</sup> Sept., 2006	Dr.M.M.Saikia
154	DM-06/ 06—07	Disaster Management for High School Teachers	District	GOI	06 <sup>th</sup> -08 <sup>th</sup> Sept., 2006	Dr.M.M.Saikia
155	DM-07/ 06—07	Disaster Management for High School Teachers	District	GOI	18 <sup>th</sup> -20 <sup>th</sup> Sept., 2006	Dr.M.M.Saikia
156	DM-08/ 06—07	Initial and Refresher training of Block Disaster Management Team	State	GOI	16 <sup>th</sup> -20 <sup>th</sup> Oct., 2006	Dr.M.M.Saikia
157	DM-09/ 06—07	TOT programme on Disaster Resistant Techniques for Houses	State	GOI/NIDM	To be fixed in consultation with IIT	Dr.M.M.Saikia
158	DM-10/ 06—07	Incident Command System-III	National	GOI	06 <sup>th</sup> -17 <sup>th</sup> Nov., 2006	Dr.M.M.Saikia
159	DM-11/ 06--07	Training of NGOs on Disaster Management	District	GOI	20 <sup>th</sup> -24 <sup>th</sup> Nov., 2006	Dr.M.M.Saikia
160	DM-12/ 06—07	Training Course on Disaster Management		GOI	18 <sup>th</sup> -22 <sup>nd</sup> Dec., 2006	Dr.M.M.Saikia
161	DM-13/ 06—07	Disaster Management on Flood Management	National	GOI/NIDM	To be fixed later in consultation with NIDM	Dr.M.M.Saikia
162	DM-14/ 06—07	Disaster Management	State	GOI	08 <sup>th</sup> -12 <sup>th</sup> Jan., 2007	Dr.M.M.Saikia
163	DM-15/ 06—07	Training of Master Trainers of NGOs on Disaster Management	District	GOI	22 <sup>nd</sup> -24 <sup>th</sup> Jan., 2007	Dr.M.M.Saikia
164	DM-16/ 06—07	Disaster Management for High School Teachers	District	GOI	01 <sup>st</sup> -03 <sup>rd</sup> Feb, 2007	Dr.M.M.Saikia
165	DM-17/ 06—07	Disaster Management	State	GOI	19 <sup>th</sup> -23 <sup>rd</sup> Feb., 2007	Dr.M.M.Saikia
166	DM-18/ 06—07	Training of Master Trainers of NGOs on Disaster Management	District	GOI	07 <sup>th</sup> -09 <sup>th</sup> Mar,2007	Dr.M.M.Saikia
167	DM-19/ 06—07	Disaster Management	State	GOI	12 <sup>th</sup> -16 <sup>th</sup> Mar, 2007	Dr.M.M.Saikia
168	DM-20/ 06—07	Disaster Management for High School Teachers	District	GOI	19 <sup>th</sup> -21 <sup>st</sup> Mar, 2007	Dr.M.M.Saikia

G\* = Govt. of India Code \* = Backlog Course

