

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
KHANAPARA: GUWAHATI

**Office**                      **Order**  
No. AASC (T/C) 12/2014/85,                      dated the 27<sup>th</sup> August, 2015

In continuation of this office order No. AASC(T/C)12/2014/84, dated 7<sup>th</sup> July, 2015 a revised Training Calendar of Assam Administrative Staff College for the year 2015-16 is hereby issued as per **Annexure-I**.

All Course Directors will make necessary arrangements accordingly. The Design and Programme Schedules for each Course along with the cost estimates for the same will be prepared and submitted to the Director of Training for approval at least two weeks before the scheduled commencement of each course.

Course Directors will also ensure that the Course Director's Reports are sent to Department of Personnel & Training, Government of India & Government of Assam within one – week of completion of each Course. Participants feedback regarding the training courses should be put up to the Director of Training after completion of each training course.

Further, there may be change of dates & Course Directors or cancellation & deferment of certain training courses due to various unavoidable factors and circumstances.

Director of Training.

**Annexure-I****Training Calendar of Assam Administrative Staff College for the year 2015-16**

Sl. No	Code No.	Course Title	Category	Sponsored By	Duration		Course Director	Course Assistant
					From	To		
<b>April, 2015</b>								
1.	2014-15	1-Week In-service Training Programme at LKY School on Public Policy, Singapore (Backlog)	State	GoA	06/04/2016	10/04/2016	Miranda Das	T.Boro
2.	2015-16	Programme on Civil Services Day	State	GoA	20/04/2015		P.R.Khaund	T.Boro
3.	2015-16	Court Procedure	State	DoPT/GoI	20/04/2015	22/04/2015	P.R.Khaund	R.Bhatta
4.	2015-16	Linux & Libra Office	State	DoPT/GoI	20/04/2015	24/04/2015	L.N.Thakur	J.Das
5.	2015-16	Non-Banking Financial Companies	State	GoA	27/04/2015	28/04/2014	D.J.Kalita	K.Doungel
6.	2014-15	1 <sup>st</sup> ToT on Good Governance	State	DARPG/GoI	27/04/2015	29/04/2015	D.Misra	S.Rajkumar
7.	2015-16	Right to Information Act, 2005	State	DoPT/GoI	27/04/2015	29/04/2015	V. Barua	S.Ghosh
8.	2015-16	Accounts, Financial Rules & Procurement for Police – DDOs, DSPs & SPs	State	DoPT/GoI	27/04/2015	29/04/2015	S.Roy	B.Talukdar
<b>May, 2015</b>								
9.	2014-15	One Day Sensitization workshop on Implementation of State Training Policy, 2012 with special emphasis on adoption of SAT (Backlog)	State	GoA	02/05/2015		P.R.Khaund	B.Talukdar
10.	2014-15	2 <sup>nd</sup> ToT on Good Governance	State	DARPG/GoI	05/05/2015	07/05/2015	D.Misra	S.Rajkumar
11.	2015-16	Disciplinary & Appeal Rules	State	DoPT/GoI	06/05/2015	08/05/2015	D.J.Kalita	K.Doungel
12.	2014-15	Interpersonal Skills (Backlog)	State	DoPT/GoI	11/05/2015	13/05/2015	D.Misra	C.Mili
13.	2014-15	3 <sup>rd</sup> ToT on Good Governance	State	DARPG/GoI	11/05/2015	13/05/2015	D.Misra	S.Rajkumar
14.	2015-16	5-Day Induction Training Programme for Nagaland Civil Service Probationers	State	Govt. of Nagaland	19/05/2015	24/05/2015	D.Misra	S.Rajkumar
15.	2015-16	Non-Banking Financial Companies	State	GoA	25/05/2015	26/05/2015	S.Roy	C.Mili
16.	2015-16	Design of Training (DoT)	National	DoPT/GoI	25/05/2015	29/05/2015	Miranda Das	T.Boro
17.	2014-15	4 <sup>th</sup> ToT on Good Governance	State	DARPG/GoI	27/05/2015	29/05/2015	D.Misra	S.Rajkumar
<b>June, 2015</b>								
18.	2014-15	One Day Sensitization Workshop on State Training Policy, 2012 (Backlog)	State	GoA	01/06/2015		L.N.Thakur	S.Ghosh
19.	2015-16	Less Paper Office	State	DoPT/GoI	04/06/2015	06/06/2015	L.N.Thakur	J.Das
20.	2015-16	Team Building & Leadership	State	DoPT/GoI	04/06/2015	06/06/2015	P.R.Khaund	C.Mili

21.	2015-16	Departmental Proceedings	State	GoA	08/06/2015	10/06/2015	Swapna Dutta	S.Ghosh
22.	2015-16	Accounts & Financial Rules	State	DoPT/GoI	08/06/2015	12/06/2015	S.Roy	R.Bhatta
23.	2015-16	Management of Training	State	GoA	08/06/2015	12/06/2015	N.Sarma	J.Das
24.	2015-16	Non-Banking Financial Companies	State	GoA	15/06/2015	16/06/2015	D.Misra	S.Rajkumar
25.	2015-16	Empowerment of Women	State	GoA	15/06/2015	17/06/2015	Vijaylakhmi Barua	B.Talukdar
26.	2015-16	Office Procedure & Service related Rules	State	DoPT/GoI	15/06/2015	19/06/2015	Swapna Dutta	S.Ghosh
27.	2015-16	Evaluation of Training (EoT)	National	DoPT/GoI	22/06/2015	26/06/2015	Miranda Das	B.Bhagawati
28.	2015-16	MS Word & Power Point	State	DoPT/GoI	24/06/2015	26/06/2015	N.Sarma	J.Das
29.	2015-16	Right to Information Act, 2005	State	GoA	24/06/2015	26/06/2015	L.N.Thakur	B.Talukdar
30.	2015-16	1-Day Workshop on e-Governance Practices in collaboration with CIPS, Hyderabad	State	CIPS, Hyderabad	26/06/2015		P.R.Khaund	T.Boro
31.	2015-16	Ethics & Values in Governance	State	DoPT/GoI	29/06/2015	01/07/2015	Miranda Das	R.Bhatta
32.	2014-15	Direct Trainer Skills (Backlog)	National	DoPT/GoI	29/06/2015	03/07/2015	D.Misra	S.Rajkumar
33.	2015-16	Orientation Course for probationers of Assam - Meghalaya Cadres	State	GoA	29/06/2015	04/07/2015	Vijaylakhmi Barua	S.Ghosh
<b>July, 2015</b>								
34.	2014-15	Facilitation Skills (Backlog)	National	DoPT/GoI	06/07/2015	08/07/2015	N.Sarma	C.Mili
35.	2015-16	Project Management	State	DoPT/GoI	06/07/2015	08/07/2015	P.R.Khaund	R.Bhatta
36.	2014-15	Design of Training (Backlog)	National	DoPT/GoI	06/07/2015	10/07/2016	L.N.Thakur	B.Talukdar
37.	2015-16	Office Procedure, Accounts & Financial Rules for officers of Information & Public Relations Department	State	GoA	06/07/2015	10/07/2015	Swapna Dutta	Hemen Das
38.	2015-16	M.S. Excel	State	DoPT/GoI	14/07/2015	16/07/2015	N.Sarma	J.Das
39.	2015-16	Assam Right to Public Services Act, 2012 (ARTPs)	State	DoPT/GoI	20/07/2015	22/07/2015	P.R.Khaund	S.Ghosh
40.	2015-16	Role & Responsibilities of DDOs	State	DoPT/GoI	20/07/2015	22/07/2015	Arindom Barua	S.Rajkumar
41.	2015-16	Linux & Libre Office	State	DoPT/GoI	20/07/2015	22/07/2015	N.Sarma	J.Das
42.	2015-16	Non-Banking Financial Companies	State	GoA	23/07/2015	24/06/2015	S.Roy	C.Mili
43.	2015-16	Mentoring Skills	National	DoPT/GoI	27/07/2015	29/07/2015	Miranda Das	R.Bhatta
44.	2015-16	Preparation of Budget	State	DoPT/GoI	27/07/2015	29/07/2015	S.Roy	P.Choudhury
45.	2015-16	1 <sup>st</sup> Capacity Building Training course for officers of Food, Civil Supplies & Consumer Affairs Department.	State	GoA/ FCS & CA	27/07/2015	01/08/2015	Miranda Das	K.Doungel

46.	2015-16	One Day Workshop for DDOs & TOs	State	AG/GoI	31/07/2015		A. Barua	M.Saikia
<b>August, 2015</b>								
47.	2015-16	One Day Workshop for Nodal Officers of District Training Programme	State	GoA	03/08/2015		Swapna Dutta	S.Ghosh
48.	2015-16	Accounts, Financial Rules & Procurement for Police – DDOs, DSPs & SPs	State	DoPT/GoI	03/08/2015	05/08/2015	S.Roy	S.Ghosh
49.	2015-16	Office Procedure/ Accounts/ Financial Rules & Team Building for officers of I.G. Prisons	State	GoA	03/08/2015	08/08/2015	P.R.Khaund	R.Bhatta
50.	2015-16	Ethics & Values in Governance	State	DoPT/GoI	10/08/2015	12/08/2015	Miranda Das	J.Daimary
51.	2015-16	Empowerment of Women	State	GoA	10/08/2015	12/08/2015	Monidipa Borkotoki	B.Talukdar
52.	2015-16	Cyber Security	State	DoPT/GoI	17/08/2015	19/08/2015	L.N.Thakur	Hemen Das
53.	2015-16	Leadership & Motivation	State	GoA	17/08/2015	19/08/2015	D.Misra	R.Bhatta
54.	2015-16	Management of Training	State	GoA	17/08/2015	21/08/2015	Miranda Das	C.Mili
55.	2015-16	Accounts & Financial Rules	State	GoA	17/08/2015	21/08/2015	S.Roy	S.Ghosh
56.	2015-16	1 <sup>st</sup> ToT on District Training Programme on Office Procedure & Financial Management	State	GoA	17/08/2015	21/08/2015	Swapna Dutta	P.Choudhury
57.	2015-16	2 <sup>nd</sup> Capacity Building Training course for officers of Food, Civil Supplies & Consumer Affairs Department.	State	GoA	17/08/2015	22/08/2015	Miranda Das	K.Doungel
58.								
59.	2015-16	M.S. Excel	State	DoPT/GoI	24/08/2015	26/08/2015	L.N.Thakur	B.Bhagawati
60.	2015-16	Court Procedure	State	GoA	24/08/2015	26/08/2015	Swapna Dutta	P.Choudhury
61.	2015-16	Assam Right to Public Service Act, 2012	State	GoA	24/08/2015	26/08/2015	P.R.Khaund	M.Saikia
62.	2015-16	Less Paper Office	State	DoPT/GoI	27/08/2015	29/08/2015	N.Sarma	J.Das
<b>63.</b>	<b>2015-16</b>	<b>2-Week Induction Training Course for probationers of ACS &amp; Allied Services of 2015 Batch</b>	<b>State</b>	<b>GoA</b>	<b>31/08/2015</b>	<b>12/09/2015</b>	D.Misra / Miranda Das	S.Ghosh/ K.Doungel / S. Rajkumar
<b>September, 2015</b>								
64.	2015-16	Training Course on e-District	State	GoA	07/09/2015	09/09/2015	L.N.Thakur	J.Das
<b>65.</b>	<b>2015-16</b>	<b>3-Week Foundation Training Course for ACS probationers of 2015 Batch</b>	<b>State</b>	<b>GoA</b>	<b>14/09/2015</b>	<b>03/10/2015</b>	<b>D.Misra/ Swapna Dutta</b>	T.Boro/ K.Doungel S.Rajkumar
<b>66.</b>	<b>2015-16</b>	<b>Gender Issues</b>	<b>State</b>	<b>GoA</b>	<b>16/09/2015</b>	<b>18/09/2015</b>	<b>Monidipa Borkotoki</b>	B.Bhagawati
67.	2015-16	Departmental Proceedings	State	GoA	16/09/2015	18/09/2015	P.R.Khaund	P.Choudhury

68.	2015-16	Non-Banking Financial Companies	State	GoA	28/09/2015	29/09/2015	Arindom Barua	<b>C.Mili</b>
69.	2015-16	E –Governance	State	DoPT/GoI	28/09/2015	30/09/2015	L.N.Thakur	J.Das
<b>70.</b>	<b>2015-16</b>	<b>Training Course on e-District</b>	<b>State</b>	<b>GoA</b>	<b>28/09/2015</b>	<b>30/09/2015</b>	P.R.Khaund	B.Bhagawati
71.	2015-16	Special one week Course for probationers of AGMUT & North East Cadres	State	LBSNAA	28/09/2015	03/10/2015	Monidipa Borkotoki	S.Ghosh
72.	2015-16	Ethical Decision Making in Government.	State	GoA	30/09/2015	01/10/2015	P.R.Khaund	<b>R.Bhatta</b>
<b>October, 2015</b>								
73.	2015-16	Evaluation of Training (EoT)	State	DoPT/GoI	05/10/2015	09/10/2015	L.N.Thakur	C.Mili
<b>74.</b>	<b>2015-16</b>	<b>Experiential Learning Tools (ELT) for Officers of Education Department</b>	<b>State</b>	<b>GoA</b>	<b>05/10/2015</b>	<b>09/10/2015</b>	<b>Miranda Das</b>	<b>B.Talukdar</b>
75.	2015-16	Basic Training Course on Training Need Analysis	State	GoA	05/10/2015	16/10/2015	N.Sarma	J.Das
76.	2015-16	Mandatory In-service Training Course for ACS Officers at AASC	State	GoA	05/10/2015	16/10/2015	P.R.Khaund/ Miranda Das	T.Boro/ K.Doungel
77.	2015-16	Two-Week North East Darshan for probationers of AGMUT & North East Cadres	State	LBSNAA	05/10/2015	17/05/2015	Monidipa Borkotoki	R.Bhatta
78.	2015-16	Pre-Examination Coaching Programme	State	GoA	05/10/2015	May, 2016	Vijaylakhmi Barua	S.Ghosh
79.	2015-16	e-Governance	State	GoA	12/10/2015	14/10/2015	L.N.Thakur	<b>Hemen Das</b>
80.	2015-16	Change Management	State	GoA	12/10/2015	14/10/2015	D.Misra	B.Talukdar
81.	2015-16	Accounts & Financial Rules	State	GoA	12/10/2015	16/10/2015	S.Roy	C.Mili
82.	2015-16	2 <sup>nd</sup> ToT on District Training Programme on Office Procedure & Financial Management	State	GoA	12/10/2015	16/10/2015	Swapna Dutta	S.Ghosh
83.	<b>2015-16</b>	<b>3<sup>rd</sup> Capacity Building Training course for officers of Food, Civil Supplies &amp; Consumer Affairs Department.</b>	<b>State</b>	<b>GoA</b>	<b>12/10/2015</b>	<b>17/10/2015</b>	Miranda Das	B.Bhagawati
84.	<b>2015-16</b>	<b>4<sup>th</sup> Capacity Building Training course for officers of Food, Civil Supplies &amp; Consumer Affairs Department.</b>	<b>State</b>	<b>GoA</b>	<b>26/10/2015</b>	<b>31/10/2015</b>	P.R.Khaund	T.Boro
85.	2015-16	Non-Banking Financial Companies	State	GoA	28/10/2015	29/10/2015	S.Roy	M.Saikia
86.	2015-16	Assam SC/ST Reservation Act	State	GoA	28/10/2015	29/10/2015	Monidipa Borkotoki	B.Bhagawati
87.	2015-16	e –Governance	State	DoPT/GoI	28/10/2015	30/10/2015	N.Sarma	Hemen Das
88.	<b>2015-16</b>	<b>Public Private Partnership (PPP)</b>	<b>State</b>	<b>GoA</b>	<b>28/10/2015</b>	<b>31/10/2015</b>	<b>Miranda Das</b>	<b>R.Bhatta</b>
<b>November, 2015</b>								
89.	2015-16	Cyber Security	State	DoPT/GoI	02/11/2015	04/11/2015	L.N.Thakur	J.Das

90.	2015-16	Accounts & Financial Rules	State	DoPT/GoI	02/11/2015	04/11/2015	Monidipa Borkotoki	T.Boro
91.	2015-16	Project Management	State	DoPT/GoI	02/11/2015	04/11/2015	P.R.Khaund	C.Mili
92.	2015-16	Revenue Administration	State	DoPT/GoI	02/11/2015	04/11/2015	Swapna Dutta	B.Talukdar
<b>93.</b>	<b>2015-16</b>	<b>Office Procedure, Accounts &amp; Financial Rules</b>	<b>State</b>	<b>GoA</b>	<b>02/11/2015</b>	<b>06/11/2015</b>	<b>Arindom Barua</b>	<b>Hemen Das</b>
<b>94.</b>	<b>2015-16</b>	<b>5<sup>th</sup> Capacity Building Training course for officers of Food, Civil Supplies &amp; Consumer Affairs Department.</b>	<b>State</b>	<b>GoA</b>	<b>02/11/2015</b>	<b>07/11/2015</b>	<b>D.Misra</b>	<b>R.Bhatta</b>
<b>95.</b>	<b>2015-16</b>	<b>Non-Banking Financial Companies</b>	<b>State</b>	<b>GoA</b>	11/11/2015	13/11/2015	Vijaylakhmi Barua	K.Doungel
96.	2015-16	Leadership & Motivation for Officers of Forest Department	State	GoA	11/11/2015	13/11/2015	D.Misra	C.Mili
97.	2015-16	Less Paper Office	State	GoA	11/11/2015	13/11/2015	L.N.Thakur	Hemen Das
98.	2015-16	Accounts & Financial Rules for Police Officers serving as DDOs	State	GoA	16/11/2015	20/11/2015	S.Roy	R.Bhatta
<b>99.</b>	<b>2015-16</b>	<b>3<sup>rd</sup> ToT on District Training Programme on Office Procedure &amp; Financial Management</b>	<b>State</b>	<b>GoA</b>	<b>16/11/2015</b>	<b>20/11/2015</b>	<b>Swapna Dutta</b>	<b>S.Ghosh</b>
100.	2015-16	6 <sup>th</sup> Capacity Building Training course for officers of Food, Civil Supplies & Consumer Affairs Department.	State	GoA	16/11/2015	21/11/2015	Vijalakhmi Barua	K.Doungel
<b>101.</b>	<b>2015-16</b>	<b>e-Governance</b>	<b>State</b>	<b>GoA</b>	<b>18/11/2015</b>	<b>20/11/2015</b>	<b>L.N.Thakur</b>	<b>J.Das</b>
102.	2015-16	In-Service Training Programme at ATI, Mysore	State	DoPT/GoA	Dates to be finalized by DoPT, Govt. of India		P.R.Khaund	B.Talukdar
103.	2015-16	Non-Banking Financial Companies	State	GoA	26/11/2015	27/11/2015	S.Roy	B.Bhagawati
104.	2015-16	Assam ST/SC Reservation Act	State	GoA	26/11/2015	27/11/2015	Monidipa Borkotoki	R.Bhatta
105.	2015-16	One Day Sensitization Workshop on Role of Departments in the process of Implementation of STP, 2012	State	GoA	30/11/2015		Vijalakhmi Barua	J..Daimary
106.	2015-16	Workshop on preparation of Case Studies & Documentation collaboration with CIPS, Hyderabad	State	GoA	30/11/2015	01/12/2015	D.Misra	P.Choudhury
107.	2015-16	Ethical Decision Making in Government	State	GoA	30/11/2015	01/12/2015	Swapna Dutta	C.Mili
<b>December, 2015</b>								
108.	2015-16	Aid to Civil Authority (Mid-career Interactions)	State	DoPT/GoI	03/12/2015	04/12/2015	Vijaylakhmi Barua	T.Boro
109.	2015-16	Basic Training Course on Facilitation Skills	State	GoA	03/12/2015	05/12/2015	L.N.Thakur	J.Das
110.	2015-16	Court Procedure	State	GoA	03/12/2015	05/12/2015	P.R.Khaund	B.Bhagawati
<b>111.</b>	<b>2015-16</b>	<b>Leadership &amp; Motivation</b>	<b>State</b>	<b>GoA</b>	<b>03/12/2015</b>	<b>05/12/2015</b>	<b>D.Misra</b>	<b>R.Bhatta</b>

112.	2015-16	Revenue Administration	State	GoA	07/12/2015	11/12/2015	D.Misra	<b>B.Talukdar</b>
113.	2015-16	Project Management	State	GoA	07/12/2015	11/12/2015	Vijaylakhmi Barua	K.Doungel
114.	2015-16	Office Procedure & Accounts Management	State	GoA	07/12/2015	11/12/2015	S.Roy	B.Bhagawati
115.	2015-16	In-service Training Programme at YASHADA, Pune	State	DoPT/GoA	Dates to be finalized by DoPT, Govt. of India		P.R.Khaund	B.Talukdar
116.	2015-16	Magistracy Course for ACS Officers	State	DoPT/GoI	14/12/2015	16/12/2015	Monidipa Borkotoki	T.Boro
117.	2015-16	Design of Training (DoT)	National	DoPT/GoI	14/12/2015	18/12/2015	D.Misra	Hemen Das
118.	2015-16	Office Procedure, Accounts & Financial Rules for officers of Information & Public Relations Department	State	GoA	14/12/2015	18/12/2015	S.Roy	C.Mili
119.	2015-16	Executive Education Programme on Public Policy in collaboration with other premier Institutes/organisation/Centres of Excellence within the country	State	GoA	14/12/2015	18/12/2015	Swapna Dutta	R.Bhatta
120.	<b>2015-16</b>	<b>7<sup>th</sup> Capacity Building Training course for officers of Food, Civil Supplies &amp; Consumer Affairs Department.</b>	<b>State</b>	<b>GoA</b>	<b>14/12/2015</b>	<b>19/12/2015</b>	<b>S.Roy</b>	<b>K.Doungel</b>
121.	2015-16	One Day Sensitization Workshop on Implementation of STP with special emphasis on adoption of SAT by departments/ directorates	State	GoA	19/12/2015		P.R.Khaund	P.Choudhury
122.	2015-16	Non-Banking Financial Companies	State	GoA	21/12/2015	22/12/2015	Monidipa Borkotoki	M.Saikia
123.	2015-16	Basic Training Course on Mentoring Skills	State	GoA	21/12/2015	23/12/2015	N. Sarma	J.Das
124.	2015-16	ToT on Good Governance (2 <sup>nd</sup> ARC Module)	State	GoA	21/12/2015	23/12/2015	D.Misra	B.Bhagawati
125.	2015-16	Soft Skills & Effective Communication Skills for Tourism Department	State	GoA	28/12/2015	30/12/2015	L.N.Thakur	Hemen Das
126.	<b>2015-16</b>	<b>8<sup>th</sup> Capacity Building Training course for officers of Food, Civil Supplies &amp; Consumer Affairs Department.</b>	<b>State</b>	<b>GoA</b>	<b>28/12/2015</b>	<b>02/01/2016</b>	<b>Swapna Dutta</b>	<b>S.Ghosh</b>
<b>January, 2016</b>								
127.	2015-16	One Day Sensitization Workshop on Role of Departments in the process of Implementation of STP, 2012	State	GoA	02/01/2016		P.R.Khaund	T.Boro
128.	2015-16	Change Management	State	GoA	04/01/2016	06/01/2016	D.Misra	C.Mili
129.	2015-16	Experiential Learning Tools	National	DoPT/GoI	04/01/2016	08/01/2016	Vijaylakhmi Barua	B.Talukdar

130.	2015-16	Accounts & Financial Rules for Police Officers serving as DDOs	State	GoA	04/01/2016	08/01/2016	Swapna Dutta	B.Bhagawati
131.	2015-16	Training Course on Innovative e-Governance Practices in collaboration with CIPS, Hyderabad	State	GoA	04/01/2016	08/01/2016	L.N.Thakur	R.Bhatta
132.	<b>2015-16</b>	<b>9<sup>th</sup> Capacity Building Training course for officers of Food, Civil Supplies &amp; Consumer Affairs Department.</b>	<b>State</b>	<b>GoA</b>	<b>04/01/2016</b>	<b>09/01/2016</b>	<b>Monidipa Borkotoki</b>	<b>S.Ghosh</b>
133.	2015-16	Ethical Decision Making in Government	State	GoA	11/01/2016	12/01/2016	P.R.Khaund	C.Mili
134.	2015-16	Less Paper Office.	State	GoA	11/01/2016	13/01/2016	N.Sarma	J.Das
135.	2015-16	Assam Right to Public Service Act, 2012	State	GoA	11/01/2016	13/01/2016	Monidipa Borkotoki	T.Boro
136.	2015-16	Revenue Administration	State	DoPT/GoI	11/01/2016	13/01/2016	Vijaylakhmi Barua	B.Talukdar
137.	2015-16	Account & Financial Rules for Officers of Education Department	State	GoA	18/01/2016	22/01/2016	P.R.Khaund	S.Ghosh
138.	2015-16	In-service Training Programme outside the country at Singapore/ Seoul/ Kualalampur/Bangkok	State	GoA	18/01/2016	22/01/2016	Monidipa Borkotoki	T.Boro
139.	2015-16	Basic Training Course on Training Needs Analysis	State	GoA	18/01/2016	30/01/2016	N. Sarma	J.Das
140.	2015-16	Non-Banking Financial Companies	State	GoA	28/01/2016	29/01/2016	S.Roy	M.Saikia
141.	2015-16	One Day Sensitization workshop on Implementation of STP with special emphasis on adoption of SAT by departments/directorates	State	GoA	30/01/2016		L.N.Thakur	Hemen Das
<b>February, 2016</b>								
142.	2015-16	Linux & Libra Office	State	GoA	01/02/2016	05/01/2016	L.N.Thakur	B.Talukdar
143.	2015-16	Office Procedure & Accounts Management	State	GoA	01/02/2016	05/01/2016	Vijaylakhmi Barua	B.Bhagawati
<b>144.</b>	<b>2015-16</b>	<b>Training Course on Innovative e-Governance Practices at CIPS, Hyderabad</b>	<b>State</b>	<b>GoA</b>	01/02/2016	05/01/2016	Modipa Borkotoki	P.Choudhury
145.	2015-16	RT Development on Mentoring	National	DoPT/GoI	01/02/2016	06/02/2016	N. Sarma	J.Das
146.	2015-16	Soft Skills & Effective Communication Skills for Tourism Department	State	GoA	08/02/2016	10/02/2016	D.Misra	S.Rajkumar
147.	2015-16	Revenue Administration	State	GoA	08/02/2016	12/02/2016	Swapna Dutta	S.Ghosh
148.	2015-16	Executive Education Programme on Public Policy in collaboration with other premier Institutes/ organisation/Centres of Excellence within the country	State	GoA	08/02/2016	12/02/2016	D.Misra	R.Bhatta



149.	2015-16	Office Procedure, Accounts & Financial Rules	State	GoA	08/02/2016	12/02/2016	P.R.Khaund	B.Talukdar
150.	2015-16	Gender Issues	State	GoA	15/02/2016	17/02/2016	Modidipa Borkotoki	C.Mili
151.	2015-16	Leadership & Motivation for Officers of Forest Department	State	GoA	15/02/2016	17/02/2016	D.Misra	T.Boro
152.	2015-16	Direct Trainer Skills for Officers of Education Department	State	GoA	15/02/2016	19/02/2016	L.N.Thakur	R.Bhatta
153.	2015-16	Non-Banking Financial Companies	State	GoA	22/02/2016	23/02/2016	S.Roy	M.Saikia
154.	2015-16	Project Management	State	GoA	22/02/2016	26/02/2016	Vijaylakhmi Barua	P.Choudhury
155.	2015-16	Design of Training for Officers of Education Department	State	GoA	22/02/2016	26/02/2016	N. Sarma	Hemen Das

**Secretariat Training School (STS)**

SL No.	Year	Group	Batch	Duration		Participants
				From	To	
156.	2015-16	GROUP – A Junior Administrative Assistant	114 Batch	08/06/2015	30/06/2015	30
157.	2015-16	GROUP – A Junior Administrative Assistant	115 Batch	06/08/2015	29/08/2015	30
158.	2015-16	GROUP – B Senior Administrative Assistant	37 Batch	07/09/2015	05/10/2015	30
159.	2015-16	GROUP – A Junior Administrative Assistant	116 Batch	28/10/2015	19/11/2015	30
160.	2015-16	GROUP – B Senior Administrative Assistant	38 Batch	07/12/2015	31/12/2015	30

**N.B. There may be changed of dates & Course Directors or cancellation & deferment of certain training courses due to various unavoidable factors and circumstances.**

<b>Sl. No</b>	<b>Sponsored by Agency-wise</b>	<b>Current</b>	<b>Backlog</b>	<b>Total</b>
1	State Plan Budget (Govt. of Assam)	79	3	82
2	Non-Banking Company (Govt. of Assam)	11	00	11
3	Food, Civil Supplies & Consumer Supplies (Govt. of Assam)	1	00	1
4	ToT on Governance (DAR&PG) Govt. of India	4	00	4
5	Nagaland Civil Service (Govt. of Nagaland)	1	00	1
6	Orientation course for IAS (P) (PP&SS and Hospitality, Govt. of Assam)	1	00	1
7	Food, Civil Supplies & Consumer Affairs	9	00	9
8	One day Workshop for DDOs & T.O. (AG/GoI)	1	00	1
9	Mid-Career Interactions Course	1	00	1
10	Special & N.E. Darshan Course for IAS (P) (LBSNAA)	2	00	2
11	SCTP & TDP, (DoPT, Government of India)	37	4	41
12	Secretariat Training School	5	00	5
	<b>Total</b>	<b>152</b>	<b>7</b>	<b>159</b>