



GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT
DISPUR: GUWAHATI- 781006.

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur, the 16th June, 2021

No. AR.46/2020/68: In the interest of public service, the Governor of Assam is pleased to order the Establishment of a new Administrative Staff College, namely the "**Bodoland Administrative Staff College**" (BASC) at Kokrajhar under the administrative control of the Administrative Reforms and Training Department, Government of Assam with immediate effect. The College will be started in a rented house until a building is constructed for the purpose.

(A) Broad Mandate:

1. To conduct foundation courses for Assam Civil Service Officers, and officers of the State Police Service and Departments of Taxes, Transport, Excise, Co-operative Societies and Land Revenue Service of the Bodoland Territorial Region (BTR) Administration.
2. To conduct Training Need Analysis (TNA) and design training programs accordingly for the Officers of BTR administration and Officers of serving in the Sixth Schedule areas of the State.
3. To prepare and update training materials from time to time.
4. To validate the training courses internally to improve trainings as well as conduct external validation also.
5. To update the methodology of training continuously to make it cost effective.
6. To conduct Foundation Courses for State Civil Service Officers and other departmental officials of nearby districts which falls under the jurisdiction of BTR.
7. To conduct orientation and refresher courses in Management, Development Administration, Rural Development, Decentralized Planning Process, Project Formulation, Public Distribution System, computer systems, etc.
8. To run several courses annually for the candidates from BTR who are preparing for Indian Administrative Service, Indian Forest Service, Indian Police Service and other allied services of Government of India.
9. To explore scopes of various courses sponsored by Government of India on Training of Trainers, Management of Training, Human Rights, Gender Issues, Hospital Administration, Computer Application etc. for the BTR.
10. To provide opportunities to State/Central Government Departments, Ministries in India/abroad as well as the sectors falling under the purview of Industry, in developing sustainable policies, devise inclusive strategies and deploying robust plans towards improved economic performance, human development and social progress for the BTR.
11. The Bodoland Administrative Staff College would be under the administrative control of the Administrative Reforms and Training Department, Government of Assam.

(B) Staffing Pattern: The staffing pattern for the **Bodoland Administrative Staff College** is as below:

- 1) Director of Training = 1 (One).
- 2) Additional Director of Training (ACS Cadre) = 1 (One).
- 3) Joint Director of Training (ACS Cadre) = 1 (One).
- 4) Deputy Director (AFS Cadre) = 2 (Two).

- 5) Administrative Officer = 1(One).
- 6) Finance and Accounts Officer = 1 (One).
- 7) Superintendent = 1 (One).
- 8) Librarian = 1 (One).
- 9) Technical Supervisor = 1 (One).
- 10) Stenographer = 1 (One).
- 11) Senior Administrative Assistant = 2 (Two).
- 12) Junior Administrative Assistant = 3 (Three).
- 13) Library Assistant = 2 (Two).
- 14) Driver = 3 (Three).
- 15) Grade IV = 6 (Six).
- 16) Cook = 2 (Two).
- 17) Pump Operator = 1 (One).
- 18) Mali = 2 (Two).
- 19) Chowkidar = 2 (Two).
- 20) Hostel Attendant = 4 (Four).
- 21) Classroom attendant = 4 (Four).
- 22) Dining Hall Bearer = 2 (Two)

The posts indicated above from sl. 7 to sl. 22 shall be filled up by creation of additional posts by the respective cadre controlling departments.

By order and on behalf of Governor of Assam

Sd/-

(Archana Varma, IAS)

Principal Secretary to the Government of Assam
Administrative Reforms and Training Department

Dated Dispur, the 16th June, 2021

Memo No. AR.46/2020/68-A

Copy forwarded to:-

1. All Additional Chief Secretaries to the Govt. of Assam
2. All Principal Secretaries to the Govt. of Assam.
3. All Commissioner and Secretaries to the Govt. of Assam.
4. All Commissioners of Divisions, Assam.
5. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29.
6. The Staff Officer to the Chief Secretary, Assam, Dispur.
7. The Principal Private Secretary to the Chief Minister, Assam, Dispur.
8. All Departments of Assam Secretariat.
9. All Heads of Departments.
10. All Deputy Commissioners / Sub-Divisional Officers.
11. The Secretary to his Excellency, the Governor of Assam, Guwahati-4.
12. The Private Secretary to all Ministers / Minister of State / Parliamentary Secretary, Dispur.
13. Political (Cabinet Cell) Department, Dispur.
14. All Treasury Officers, Assam.
15. The Superintendent of Assam Government Press, Bamunimaidan, Guwahati-21. He/ She is requested to publish this notification in the next issue of the Assam Gazetted and submit 200 (Two hundred) copies of this issue to the undersigned.

By order etc.

Archana Varma
16/6/2021

Joint Secretary to the Govt. of Assam
Administrative Reforms & Training Department