

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR: KHANAPARA: GUWAHATI – 781 022
PHONE NO.0361-2362372, FAX NO.0361-2362361 Email:aasc1960@yahoo.com
An Institute certified under the standards of ISO 9001:2015

No. AASC (T) 92/2021-22/ 6205

Dated Guwahati the 22nd February, 2022

To,

The Mission Director,
Rashtriya Uchchattar Shiksha Abhiyan (RUSA),
Kahilipara, Guwahati-19
E-mail: rusa-assam@assam.gov.in rusaassam@gmail.com

Sub: Nomination for attending 3-day training course on **“Decision making for effective leadership”** w.e.f. 22nd to 24th March, 2022 at AASC, Guwahati.

Sir/Madam,

With reference to the subject cited above, I have the honour to inform you that the Assam Administrative Staff College, Guwahati is organising a 3-day training course on **“Decision making for effective leadership”** scheduled to be held from 22nd to 24th March, 2022. The training is being sponsored by DoPT, Government of India.

In this connection, I would like to request you kindly to nominate **2 (two) officers** from your organisation for attending the afore-mentioned training. The list of nominated officers may kindly be sent latest by **14th March, 2022** for enabling us to make necessary arrangements for the training. Nominations may also be sent to email: **lnthakur@aasc.gov.in**

There is no fee for attending the training. However, TA/DA of the nominated officers will have to be borne by the nominating authority. Accommodation at Assam Administrative Staff College hostel will be provided subject to availability of rooms.

The nominated officers may also kindly be directed to report to Assam Administrative Staff College, Guwahati on **22nd March, 2022** at **09.30 AM** positively.

Yours faithfully,



(L.N. Thakur)

Deputy Director Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati – 22

1. All officials/ staff of RUSA Assam will apply for that course to the Mission Director in the following format :

| Name & designation of the applicant | Name of the course | Duration and Dates | Name of the training institute | Whether received the same training earlier (Yes/No) | | How the training will improve your job performance (with detail justification) | Approval of Mission Director (Approved/ Not approved) |
|-------------------------------------|--------------------|--------------------|--------------------------------|---|---|--|---|
| | | | | If Yes when | How it has benefited your service performance (in detail) | | |
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2. Within a month of receiving a particular training the official/ staff will submit a report to Mission Director RUSA Assam on improvement on his job performance in the following format:

| Name of the Official/ staff | Training Course | Duration and dates | Training Institute | How the training has benefited in improvement of your job performance |
|-----------------------------|-----------------|--------------------|--------------------|---|
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