



भारत सरकार | Government of India  
संचार मंत्रालय | Ministry of Communications  
दूरसंचार विभाग | Department of Telecommunications  
राष्ट्रीय संचार अकादमी-वित्त (एन०सी०ए०-एफ) | National Communications Academy-  
Finance (NCA-F)  
महरौली-गुरुग्राम मार्ग, घिटोरनी | Mehrauli-Gurgaon Road, Ghitorni  
नई दिल्ली-110047 | New Delhi – 110047

File No. 11-84/MK/Webinar/2024-25/NCA-F

Dated: 03.03.2026

To

1. CGCA, DoT New Delhi
2. Director General Telecom (DGT), DoT, New Delhi
3. Advisor (F) / Advisor (O) / Advisor (T) / Wireless Advisor, DoT
4. Administrator (USOF), DoT HQ
5. DG, NCA-T
6. Sr. DDG (PAF), DoP HQ, Delhi
7. Sr. DDG, Telecommunication Eng. Center
8. All Pr. CCAs/CCAs/JtCCAs/GMs(F)/DAPs
9. All GM (PAF)/DAPs of Postal Circles
10. Director, NCA-W
11. All Heads of LSA Offices
12. CMD, BSNL/MTNL/ITI /TCIL
13. ED, C-DOT, New Delhi

**Sub:** Conduction of Webinar on “Working Smarter: Using AI for Everyday Office Productivity” – reg.

National Communications Academy - Finance (erstwhile NICF) is organizing a one-day Webinar for Group A/B/C Officers/Officials of DoT/DoP, PSUs, and various organizations associated with DoT/DoP. The subject and schedule of the webinar are as follows:

Sl. No.	Topic	Date & Time	Last date of receipt of nomination
01	Working Smarter: Using AI for Everyday Office Productivity	25.03.2026 11:00 AM	24.03.2026

**Introduction:**

This webinar is designed to introduce government officers to AI-assisted work habits that can make routine office tasks easier, faster, and more accurate, without requiring any technical background.

The session will focus on practical, everyday applications of AI that support officers

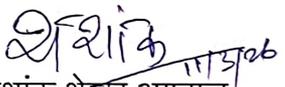
in their existing roles, such as drafting notes and letters, managing information, organising tasks, improving communication, and reducing repetitive workload. Emphasis will be placed on using AI as a supportive tool, not as a replacement for human judgment, experience, or responsibility.

**Learning Objectives:**

- What AI is (in simple, non-technical terms) and what it is not
- Common myths and fears around AI in government work
- Simple and safe ways in which AI tools can assist in day-to-day office activities.
- Developing better work habits using AI for clarity, time management and efficiency
- Ethical use of AI, data privacy and responsible decision-making in public service

**Competencies addressed: F-46, B-1, 9, 10**

- All the Heads of Offices are requested to kindly fill nominations for the said training program through the Competency Portal of DoT.
- While nominating officers/officials for the webinar, the controlling offices are requested to provide details of nominated officers, viz. name, designation, mobile number, email address, etc. Kindly send all the nominations via email: [nicf.moc@gov.in](mailto:nicf.moc@gov.in).
- In case of any query/clarification, offices may contact Sh. Kundan Kumar Singh, AAO (MK&iGOT), Mobile No. 9471899993

  
शशांक शेखर अग्रवाल  
पाठ्यक्रम निदेशक  
एनसीए-एफ, घिटोर्नी

**Copy to:**

1. PPS to Member (F), DCC, New Delhi
2. PS to DG, NCA-F
3. JS(T), DoT HQ
4. DDG (CBT), DoT HQ
5. DDG (E&T), DoT HQ