



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

File No. 11-115/MK/Workshop/AI_Gov/2026-27/NCA-F

Dated:21.04.2026

To,

1. CGCA, DoT New Delhi
2. Advisor (Finance), DoT, New Delhi
3. Advisor, TRAI, New Delhi
4. Sr. DDG(PAF), DoP HQ, Delhi
5. All Pr. CCAs / CCAs/JtCCAs/GMs(F)/DAPs
6. Sr. DDG, TEC
7. Jt. Administrator (Finance), DBN, DoT HQ
8. CMD, BSNL/MTNL/ITI/TCIL

Sub: Workshop on 'AI for Office Productivity' -reg.

Sir/Madam,

NCA-F, the *Sarvotkrisht* level central government training institute under Ministry of Communications, is organizing a Workshop on 'AI for Office Productivity' for IP & TAFS Group 'A' Officers working in DoT-HQ, DoP-HQ, Field Units of DoT/DoP, PSUs of DoT and TRAI.

Sl. No.	Topic	Date	Venue
1	'AI for Office Productivity'	14.05.2026 – 15.05.2026	Academic Block, NCA-F

Introduction:

Workshop on 'AI for Office Productivity' is designed to equip government officers with essential knowledge and practical skills in Artificial Intelligence. The program focuses on understanding AI concepts, exploring real-world applications, and using AI tools effectively in day-to-day administrative work. Through hands-on sessions and case studies, participants will gain confidence in applying AI responsibly. It also emphasizes ethical considerations, risks, and future opportunities for integrating AI in governance.

Learning Objectives:

1. To develop a clear understanding of Artificial Intelligence concepts, types, and its relevance in governance.

2. To build practical skills in using AI tools for tasks such as document analysis, presentation creation, and data interpretation.
3. To enhance the ability to design effective prompts and interact efficiently with AI systems.
4. To understand the risks, ethical considerations, and responsible use of AI in government work.
5. To enable participants to identify opportunities and create a roadmap for integrating AI into their professional roles.

Target Population: Group 'A' Officers of IPTAFS posted in DoT-HQ, DoP-HQ, Field Units of DoT/DoP, PSUs of DoT and TRAI

Maximum Number of participants: 30

Last date of receipt of nominations: 30.04.2026

Course Director : Sh. Shashank Shekhar Agarwal (Mob: 7042241879)
Course Coordinator : Sh. Kundan Kumar Singh (Mob: 9471899993)

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

General Instructions:

- A nomination letter may be forwarded to email id nief.moc@gov.in with nominated participant's name, designation, office name, contact no and email id. All the Head of Offices on DoT side are requested to kindly fill nominations for the said training program also through Competency Portal of DoT.
- Workshop will be conducted in Physical Mode at NCA-F, New Delhi.
- Food and lodging for the participants will be arranged at NCA-F Campus during the Training.
- In case of any query/clarification, offices may contact Course Coordinator Sh. Kundan Kumar Singh, AAO (Mobile No. 9471899993).

This issues with the approval of the Competent Authority.

शुभांक
पाठ्यक्रम निदेशक
एनसीए-एफ, घिटीनी
20/4/26

Copy to:

1. PPS to Member (F), DCC, New Delhi
2. PS to DDG (TAR & TER), NCA-F.
3. PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
4. PS to Dy. CGCA(Coord), O/o CGCA, Delhi.
5. PS to Director (PA-Admin), DoP HQ, Dak Bhawan, New Delhi.
6. Director (TER), NCA-F.
7. Guard file.