



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

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

Date: 04.06.2026

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 (DBN), DoT HQ
5. Advisor, TRAI, New Delhi
6. Sr. DDG (PAF), DoP HQ, Delhi
7. Sr. DDG, TEC
8. All Pr. CCAs/CCAs/Jt. CCAs
9. All GM(PAF)/DAP of Postal Circles
10. All Heads of LSA Offices
11. CMD, BSNL/MTNL/ITI /TCIL
12. ED, C-DOT, New Delhi

Subject: - Workshop on ‘AI for Office Productivity’ - reg.

NCA-F, the Sarvotkrisht level central government training institute under Ministry of Communications, is organizing a Workshop on ‘AI for Office Productivity’ for Group 'A' Officers working in Department of Telecommunications & Department of Posts, field units, TRAI and PSUs of DoT as per the particulars given below:

Sl. No.	Topic	Date	Venue
1.	“AI for Office Productivity”	29.06.2026 to 30.06.2026	Academic Block, NCA-F

Introduction:

The AI in Governance Training Program 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 on ethical considerations, risks, and future opportunities for integrating AI in governance.

Learning Objectives:

- To develop a clear understanding of Artificial Intelligence concepts, types, and its relevance in governance.
- To build practical skills in using AI tools for tasks such as document analysis, presentation creation, data interpretation and suitability of different AI tools for different tasks.
- To enhance the ability to design effective prompts and interact efficiently with AI systems.
- To understand the risks, ethical considerations, and responsible use of AI in government work.
- To enable participants to identify opportunities and create a roadmap for integrating AI into their professional roles.

Target Population: Group 'A' officers up to JAG or equivalent of DoT HQ, DoP HQ, Field Units of DoT/DoP, TRAI & PSUs of DoT.

Maximum Number of participants: 30

Last date of receipt of nominations: 16.06.2026

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 nicf.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 through Competency Portal of DoT (<https://eservices.dot.gov.in/competency-portal#/>).
- 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.

शशिंक
पाठ्यक्रम निदेशक
एनसीए-एफ, घिटोर्नी

Copy to:

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