

1. Email Drafting

Prompt:

"Draft an email to the department head requesting approval for the procurement of new office equipment. Include details such as the reason for the procurement, estimated budget, and the urgency of the request."

2. Content Writing

Prompt:

"Write a brief content piece on the importance of digitization in government services and how it improves public access to information."

3. Summarize Letter/Email

Sample Email to Summarize:

*"Subject: Request for Approval of Training Program

Dear Sir/Madam,

I hope this message finds you well. I am writing to request your approval for a training program intended for the newly recruited staff in our department. The training program will focus on digital record-keeping and data management, ensuring that the staff is well-prepared to handle the department's transition to a digital platform.

The program is scheduled to run from 1st November to 10th November and will require a budget allocation of INR 1,00,000. This amount will cover the costs of training materials, a guest lecturer, and refreshments for the participants.

Your approval is essential to proceed with the logistical arrangements. Please let us know if there are any additional requirements or if further clarification is needed. We are looking forward to your positive response.

Thank you for your time and consideration.

Best regards,

Prompt:

"Summarize the following email into three sentences: "

4. Grammar Correction

Prompt:

Correct the grammar and improve the clarity of this sentence: 'The department has been delay the submission of the reports since last week and it causing problems to the project progress.'

5. Press Release Writing

Prompt:

"Draft a press release announcing the launch of a new online portal for citizens to access government services, emphasizing its benefits, launch date, and how it simplifies processes for the public."

6. Translation

"Office ka kal thei dawn lo tih Department Director hnenah leave letter ziak rawh"

7. Change of Tone of Writing

Prompt:

"Rewrite the following message in a more formal tone: "Hey, can you send me the project report by tomorrow? I need it for the meeting. Thanks!" "

8. Change of Tone of Writing to Indian Official Letters

**To,
The Government Officer,
[Office/Department Name],
Aizawl, Mizoram.**

Subject: Request for Technical Support in Rural Development

Sir/Madam,

I am writing to bring to your kind attention the pressing need for technical support in the development of rural areas across Mizoram. Despite the commendable efforts of the local population, these regions face challenges in accessing modern tools and technological resources that are vital for sustainable growth.

In this regard, it is humbly suggested that initiatives such as the establishment of digital learning centers, capacity-building programs on advanced agricultural practices, and

technical assistance for small businesses be introduced to empower these communities. Such measures would not only enhance their productivity but also contribute significantly to the overall progress of the state.

I, therefore, request your esteemed office to kindly consider extending the necessary technical support to the rural areas, which would greatly benefit their socio-economic development.

Thank you for your consideration.

Prompt:

[Content]: *Transform the tone of this to conventional structure of official Indian letters*

9. Summarize for Note Sheet

Memo No.: F.No.XYZ/123/2024-GAD

Government of Mizoram

General Administration Department (GAD)

Aizawl, Dated: 21st October 2024

Subject: Consideration of Proposal for Establishment of E-Governance Center in the Department

1. The matter regarding the establishment of an E-Governance Center in the General Administration Department has been under consideration for some time. This proposal aims to streamline various departmental processes and improve public service delivery through the adoption of digital technology.
2. The proposed E-Governance Center is expected to:
 - Enhance the efficiency and transparency of departmental procedures.
 - Provide a digital interface for the public to access government services.
 - Enable secure storage and management of departmental records.
 - Offer training and capacity-building for staff to effectively use digital tools.
3. The proposal includes an estimated budget of ₹20,00,000/- (Rupees Twenty Lakhs Only) for the establishment and initial operation of the center. The detailed breakdown of the budget is as follows:
 - Infrastructure setup: ₹8,00,000/-
 - IT Equipment and Software: ₹5,00,000/-
 - Training & Capacity Building: ₹3,00,000/-
 - Miscellaneous Expenses: ₹4,00,000/-
4. The proposal has been discussed with the Finance Department, which has given in-principle approval for the financial outlay, subject to the final decision of the competent authority.
5. It is requested that the matter may be placed before the competent authority for approval to proceed with the establishment of the E-Governance Center in the department.

6. A decision in this regard will enable the department to take further action for the timely implementation of the project.

Submitted for consideration and orders, please.

(Name of the Officer)

Designation

General Administration Department

Manual or Auto : Rough Extract

Prompt 1: Summarise the following Paper Under Consideration (PUC) into a note sheet format for a government department.

Prompt 2: "Correct, formalised and write it for notesheet. Remove heading and write them into a single paragraph: Response 1"

10. Salary Calculation

Prompt:

"Generate a query to calculate the net salary for an employee with a basic salary of INR 50,000, including HRA at 20%, DA at 15%, and deductions of INR 2,000 for provident fund and INR 1,500 for professional tax."

11. Excel Formula Generation

Employee Name	Start Date	End Date	Total Leave Days (Excluding Weekends)
John Doe	01/11/2024	10/11/2024	
Jane Smith	05/11/2024	15/11/2024	

Prompt:

"Provide an Excel formula to calculate the total number of leave days excluding weekends (Saturday and Sunday) between the 'Start Date' and 'End Date' for each employee in the table above. The formula should be placed in the 'Total Leave Days (Excluding Weekends)' column."

12. Extracting Useful Information

Meeting Minutes:

*"Date: October 15, 2024

Attendees: Mr. A, Ms. B, Mr. C, Ms. D

Key Discussion Points:

1. Approval of the budget for the upcoming digital literacy program. The budget of INR 5,00,000 was approved for training materials and logistics.
2. Decision to extend the online application deadline for welfare schemes from October 31 to November 15, 2024, due to a high volume of applications.
3. Request for proposal (RFP) to be drafted for the procurement of new IT equipment for department use. Mr. A is assigned to draft the RFP by October 20, 2024.
4. Discussion on the need for additional staffing in the customer support division to handle increased queries related to new digital services.

Action Items:

- Ms. B to coordinate the logistics for the digital literacy program.
- Mr. C to communicate the new welfare scheme deadline to the public.
- Mr. A to draft the RFP for IT equipment."

Prompt:

"Extract the key information from the above meeting minutes, focusing on decisions taken, budget approvals, deadlines, and assigned responsibilities."

13. Ideas and Suggestions

Scenario: A government department is struggling with delays in processing citizen applications for a welfare program.

Prompt Filled:

"Please provide strategic ideas and suggestions to address the following issue: delays in processing citizen applications for a welfare program within our government department. Our primary goal is to reduce processing time and improve service delivery. Focus on solutions that are efficient, cost-effective, and can be implemented within the next six months. Consider strategies such as process automation, staff training, improved communication channels, and workflow optimization."