

AI PRACTICAL HANDBOOK II

AI & CLOUD COMPUTING TRAINING (DICT)

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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. Summarise Letter/Email

Sample Email to Summarise:

*"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, emphasising 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 or Change from non-Standard form to Standard

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: Transform the tone of this to conventional structure of official Indian letters

9. Creating a Proposal

- **Scenario 1:** An officer in the Social Welfare Department needs to draft a proposal for a new welfare scheme targeting rural youth development.
 - **Prompt:** "Draft a proposal for a rural youth development scheme focusing on skill development and employment opportunities in Mizoram. Include objectives, benefits, budget estimates, and an implementation timeline."
- **Scenario 2:** An officer in the Agriculture Department wants to propose an organic farming initiative to support local farmers.
 - **Prompt:** "Draft a proposal for promoting organic farming practices among local farmers in Mizoram. Include the scope, benefits, implementation strategy, and estimated budget."

10. Assessing a Proposal

- **Scenario 1:** The Department of Health needs to assess a proposal from an NGO for setting up a mobile health clinic.
 - **Prompt:** "Evaluate the proposal for setting up a mobile health clinic in rural Mizoram. Consider feasibility, potential impact, budget requirements, and any challenges. Provide a summary with pros and cons."
- **Scenario 2:** The Department of Tourism needs to assess a proposal from a private company to develop eco-tourism sites.
 - **Prompt:** "Assess the feasibility and potential impact of a proposal from a private company to develop eco-tourism sites in Mizoram. Focus on environmental sustainability, economic benefits, and required resources."

11. Creating a Presentation

- **Scenario 1:** An officer from the Education Department needs to prepare a presentation for a meeting on digital education initiatives.
 - **Prompt:** "Create a presentation outline on digital education initiatives for rural schools in Mizoram. Include key slides like Introduction, Objectives, Current Challenges, Proposed Solutions, Budget, and Expected Outcomes."
- **Scenario 2:** An officer from the Public Works Department is preparing a presentation on infrastructure development projects.
 - **Prompt:** "Outline a presentation for an upcoming meeting on road infrastructure development in Mizoram. Include slides for Project Overview, Current Status, Challenges, Proposed Projects, and Budget Requirements."

12. Detailed Project Report (DPR) Drafting

- Scenario 1: The Rural Development Department is preparing a DPR for building new water supply systems in remote villages.
 - **Prompt:** "Draft a Detailed Project Report (DPR) for a water supply system project in remote villages of Mizoram. Include sections like project overview, scope, technical specifications, cost estimation, and implementation plan."
- Scenario 2: The Urban Development Department is working on a DPR for a smart city project in Aizawl.
 - **Prompt:** "Create a DPR for the Smart City project in Aizawl, Mizoram, focusing on waste management, digital infrastructure, and smart traffic solutions. Include objectives, project scope, cost estimates, and implementation timelines."

13. Department Acts & Rules Analysis

- Scenario 1: A legal advisor in the Transport Department needs to understand the implications of amendments to the Motor Vehicle Act.
 - **Prompt:** "Summarize the recent amendments to the Motor Vehicle Act and their implications for the Transport Department in Mizoram. Highlight changes in penalties, new regulations, and their impact on enforcement."
- Scenario 2: The Land Revenue Department needs to analyze changes to land acquisition laws.
 - **Prompt:** "Analyze the recent amendments to the Land Acquisition Act and their implications for land development projects in Mizoram. Summarize key changes and their impact on ongoing projects."

14. Understanding Domain Topic for Meetings

- Scenario 1: An officer from the Environment & Forests Department is attending a meeting on biodiversity conservation.
 - **Prompt:** "Provide a brief overview of key issues and recent developments in biodiversity conservation in Mizoram. Focus on challenges, opportunities, and government initiatives in this field."
- Scenario 2: You are preparing for a meeting where the discussion revolves around developing a new e-governance mobile app and website for a government department. The goal is to improve the delivery of public services like applying for certificates, paying fees, and lodging complaints. You want to be well-informed about the basics

and the interplay between mobile apps, websites, and domains so that you can make meaningful contributions during the meeting

- **Prompt:** "Can you provide a beginner-friendly overview of mobile applications, websites, and domain-specific concepts, including key terms and their meanings? Explain the relationship between mobile apps, websites, and domains, particularly how they integrate and complement each other. Please also cover recent developments, best practices, challenges, and innovative solutions in this area, especially in the context of government departments looking to improve service delivery. Additionally, suggest discussion points or questions I can raise in a meeting about proposing a new mobile or web application for department-specific needs, including potential benefits, risks, or considerations for user adoption and data security. Include any relevant data points or statistics that could strengthen my contributions during the meeting."
- Scenario 3: The Finance Department needs a quick understanding of recent changes in GST regulations before a meeting.
 - **Prompt:** "Summarize recent changes in GST regulations that could impact state revenue collection in Mizoram. Focus on compliance requirements and potential revenue effects."

15. Meeting Agenda Preparation

- Scenario 1: The Planning Department needs to prepare an agenda for a meeting on infrastructure development projects.
 - **Prompt:** "Create an agenda for a meeting on infrastructure development projects in Mizoram. Include topics like project status updates, budget allocation, discussion on new proposals, and any challenges faced."
- Scenario 2: The Health Department needs to prepare an agenda for a meeting on improving rural healthcare facilities.
 - **Prompt:** "Draft an agenda for a meeting focused on improving rural healthcare facilities in Mizoram. Include points like review of existing facilities, discussion on new initiatives, budgetary needs, and timelines."

16. Generating Ideas for a Meeting

- Scenario 1: An officer in the Tourism Department wants to brainstorm ideas for promoting eco-tourism in Mizoram.
 - **Prompt:** "Suggest innovative ideas for promoting eco-tourism in Mizoram. Focus on sustainable practices, engaging local communities, and attracting more tourists."
- Scenario 2: The Agriculture Department is exploring ways to increase organic farming adoption.

- **Prompt:** "Generate ideas to encourage farmers in Mizoram to adopt organic farming practices. Consider incentives, training programs, and market opportunities."

17. Creating Meeting Minutes

- Scenario 1: A senior officer in the Finance Department needs to draft minutes for a budget review meeting.
 - **Prompt:** "Write the minutes of a budget review meeting held on [Date], discussing the allocation of funds for various developmental projects in Mizoram. Include details like decisions made, action items, and key discussions."
- Scenario 2: An officer in the Transport Department needs to record minutes of a meeting on road safety measures.
 - **Prompt:** "Draft the minutes of a meeting on road safety measures in Mizoram, held on [Date]. Include key discussion points, decisions taken, and action items for implementation."

18. Handling RTI Requests

- Scenario 1: A citizen requests information about the allocation of funds under a rural development scheme.
 - **Prompt:** "Analyze the RTI request seeking details of fund allocation under the XYZ Rural Development Scheme. The query is about the distribution and usage of funds in the fiscal year 2023-24. Refer to the Right to Information Act, 2005, and provide a summary of relevant sections that apply to this request. Draft a reply for the citizen, ensuring it is clear and complies with the applicable rules."
- Scenario 2: A citizen seeks information regarding environmental clearances for a construction project.
 - **Prompt:** "Draft a response to an RTI query about environmental clearances granted for a construction project in Aizawl, Mizoram. Refer to the relevant sections of the Right to Information Act and Environmental Protection Act. Summarize the applicable rules and prepare an analysis report on the query's compliance with these rules."
- **Scenario 3: Implementation of Office Memorandum on Revised Pension Scheme - 2018**
 - **Prompt:** "Analyze the RTI request seeking details regarding the Office Memorandum on the Revised Pension Scheme - 2018. The citizen's query is about the implementation process, eligibility criteria, and benefits under this scheme. The Office Memorandum has been provided above or uploaded with the request. Refer to the Right to Information Act, 2005, and any relevant sections of the Office Memorandum or associated government orders. Extract

insights by referencing previous circulars, amendments, or related pension schemes. Provide a summary of the applicable rules, and suggest possible options for drafting a reply that ensures transparency, clarity, and compliance with the applicable provisions."

19. Salary Calculation & Correction

- Scenario: A Human Resources officer is calculating the salary of employees including allowances.
- **Prompt:**
 - "Calculate the monthly salary for an employee with a basic pay of INR 40,000, including 10% Dearness Allowance (DA), 12% House Rent Allowance (HRA), and other deductions like INR 1,000 for professional tax."

20. 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."

21. Ideas and Suggestions

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

Prompt:

"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."

Prompt: A library has 1200 books. If 300 books are donated and 150 are given away, how many remain? Answer: 1350.

Solve the following problem step by step: A library has 1200 books. If 300 books are donated, how many books will the library have after donating 150 to another school? Chain of Thought: 1. Start with 1200 books. 2. Add 300 (total 1500). 3. Subtract 150 (total 1350). Final Answer: 1350.

Solve the following problem step by step: Sarah has \$200. She spends \$50 on groceries, earns \$100 from a freelance job, and then buys a book for \$30. How much money does Sarah have left?