



AI POWERED DOCUMENT DRAFTING

Time taken to draft clear,
error-free letters

1-2 hours
of manual writing
and iterations



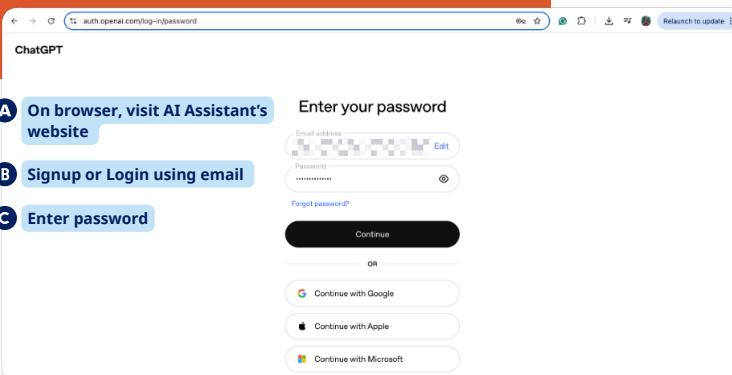
10-12 minutes
with AI-generated,
ready-to-send drafts

Step 1: Log in to AI Assistant

A On browser, visit AI Assistant's website

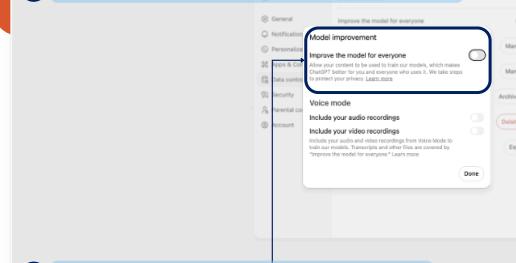
B Signup or Login using email

C Enter password



Step 2: Switch off 'Model Training Data'

- A Click your username in the bottom-left corner
B Select Settings and go to the Data Controls tab



- C Turn off "Improve the model for everyone."

Step 3: Provide prompt for Drafting

A Describe clearly who you're writing as

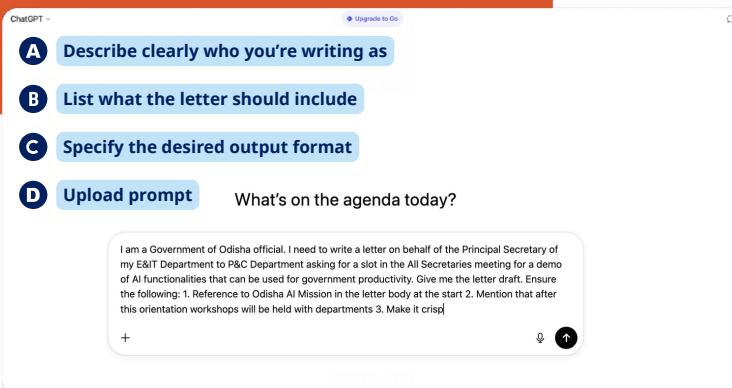
B List what the letter should include

C Specify the desired output format

D Upload prompt

What's on the agenda today?

I am a Government of Odisha official. I need to write a letter on behalf of the Principal Secretary of my E&IT Department to P&C Department asking for a slot in the All Secretaries meeting for a demo of AI functionalities that can be used for government productivity. Give me the letter draft. Ensure the following: 1. Reference to Odisha AI Mission in the letter body at the start 2. Mention that after this orientation workshops will be held with departments 3. Make it crisp!



Step 4: Edit prompts to make edits in the draft

A Mention what changes you need

B Upload the revised prompt to get the updated version

To: Additional Chief Secretary, Planning & Convergence Department, Government of Odisha

From: Principal Secretary, Electronics & Information Technology Department

Subject: Request for agenda slot in the All Secretaries' Meeting for AI productivity demo

Reference: Odisha AI Mission (OAM)

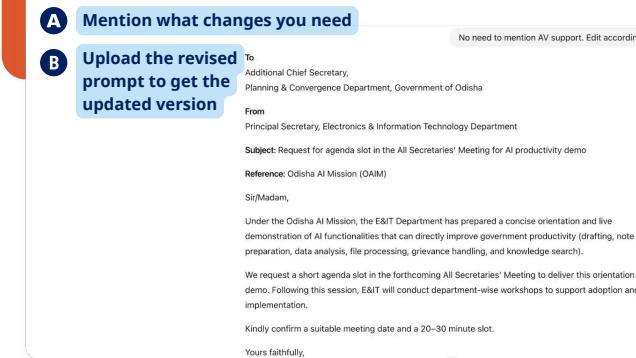
Sir/Madam,

Under the Odisha AI Mission, the E&IT Department has prepared a concise orientation and live demonstration of AI functionalities that can directly improve government productivity (drafting, note preparation, data analysis, file processing, grievance handling, and knowledge search).

We request a short agenda slot in the forthcoming All Secretaries' Meeting to deliver this orientation and demo. Following this session, E&IT will conduct department-wise workshops to support adoption and implementation.

Kindly confirm a suitable meeting date and a 20-30 minute slot.

Yours faithfully,



- ✓ Highlight Key Requests Clearly
- ✓ Provide All Inputs Upfront
- ✓ Use AI Iteratively



- ✗ Don't share personal data (Aadhar, Phone number, etc.)
- ✗ Don't Use AI for Final Legal/Financial Language



Watch
3 min video



Access additional
prompts