



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

ChatGPT

A On browser, visit AI Assistant's website

B Signup or Login using email

C Enter password

Enter your password

Email address Edit

Password

Forgot password?

Continue

OR

Continue with Google

Continue with Apple

Continue with Microsoft

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."

Model improvement

Improve the model for everyone ☐

Allow your content to be used to train our models, which makes GPT-4 better for you and everyone who uses it. The data stops improving your privacy (used only).

Voice mode

Include your audio recordings ☐

Include your video recordings ☐

Include your audio and video recordings from third-party apps to help our models. Your recordings and other data are controlled by "Improve the model for everyone." Learn more.

Done



DO's

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



DON'Ts

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

Step 3: Provide prompt for Drafting

ChatGPT

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 AI 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

ChatGPT

A Mention what changes you need

B Upload the revised prompt to get the updated version

No need to mention AI support. Edit accordingly.

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

From
Principal Secretary, Electronics & Information Technology Department

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

Reference: Odisha AI Mission (OAIM)

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 AI 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,



Watch
3 min video



Access additional
prompts