



Government of Tripura
Forest Department

Project Management Unit, Tripura JICA Project

(Project for Sustainable Catchment Forest Management in Tripura)

Prakriti Bhawan, Gandhigram, West Tripura 799012

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Office Notice

A Training on “Leveraging Artificial Intelligence for Office Automation and Project Efficiency” will be held at PMU Conference Hall from 29/07/2025 to 30/07/2025. The Training will Start from 11.00 AM.

2. All the IFS Officers stationed at Agartala and all the DFOs are hereby requested to attend the training program at the above mentioned time and venue.

Sd/-

(Pravin Agrawal, IFS)

Chief Executive Officer and Project Director
Tripura JICA Project (SCATFORM)

To

All the participants as per ANNEXURE-I

Copy to:-

1. The PPS to the PCCF & HoFF, Tripura for kind information of the PCCF & HoFF, Tripura.
2. The PS to the CEO & PD, Tripura JICA Project (SCATFORM) for kind information of the CEO & PD
3. The Director (AFA/SFM/LCD), Tripura JICA Project (SCATFORM) for kind information.
4. The DDO, Tripura JICA Project (SCATFORM) for needful actions.
5. Mr. Sachin Nimbalkar, Technical Lead & Mentor – IT Technology, Pune, Maharashtra for doing the needful.
6. The (All Program Manager)/PE/Communication Officer and GIS-RS Officer for necessary action.
7. The Office Manager for necessary arrangements.

Signed by

Harshakumar Chikkanaragund

Date: 04-07-2025 09:27:57

(Harshakumar C, IFS)
Director, Monitoring & Evaluation
Tripura JICA Project (SCATFORM)

ANNEXURE-I			
Training on “Leveraging Artificial Intelligence for Office Automation and Project Efficiency”			
List of Participants			
SL NO	Name of the Participants	Designation	Contact Number
1	Shri R.K. Samal, IFS	PCCF & HoFF And Principal Secretary (Forest)	Office: +91 381 232 3779/Mobile: +91 9436995208 / +91 7064133179
2	Shri P.L. Agrawal, IFS	CEO & P.D, Tripura JICA (SCATFORM) Project.	Mobile: +91 9402588888
3	Shri. Chaitanya Murti, IFS	Principal Secretary (Science, Tch. & Env.)	Mobile: +91 9436771937
4	Smt. Deepa D. Nair, IFS	Secretary, Fisheries, Animal Resource Development and Sch. Castes Welfare Departments, Tripura, Agartala	Office:+91 381 241 3333/Mobile: +91 9446463700
5	Dr. K. Sasikumar, IFS	CCF (Territorial)	Office: +91 381 241 6036/Mobile: +91 9436168611
6	Dr. Honnareddy N, IFS	Conservator of Forest [Estt. and HRD) in FHQ with addl. charge of M.D., T.R.P.C. [TRP & PTG Deptt.] Ltd., Tripura, Agartala	Mobile: +91 9436582219/ +91 9971518296
7	Shri Wangdup Bhutia, IFS	CF (M&E) in FHQ	Mobile: +91 9436582218
8	Shri S. Prabhu, IFS	CEO & PD, CREFLAT (IGDC Phase-II) Project.	Mobile: +91 8575305121
9	Shri R. Arun Kumar, IFS	Director, Handloom, Handicrafts & Sericulture and M.D, THHDC Ltd, Tripura	Mobile: +91 7005514144
10	Shri Prasada Rao Vaddarapu, IFS	Director, Urban Forestry and CEO & Member Secretary, Tripura Parks & Garden Society	Office: +91 381 239 7325/Mobile: +91 9402307944
11	Shri Sanjib Das, IFS	CF (HQ) and WP-II, in addition.	Office: +91 381 239 7061/Mobile: +91 7630049150 / +91 8731867211
12	Shri Harsha Kumar Chikkanaragund, IFS	Director, M&E, SCATFORM Project, Tripura, Agartala	Mobile: +91 9612913045/ +91 9485150092

13	Shri Jayakrishnan V.K, IFS	District Forest Officer, West Tripura District	Mobile: +91 7085767137/ +91 9446125384
14	Shri Mahender Singh, IFS	Ex-officio Addl. Secretary in DSTE , Director, Science, Technology & Environment Deptt. and Director, Bio- Technology Deptt.	Office: +91 3826 222 551/Mobile: +91 8118930672
15	Shri Chaman Lal Negi, IFS	DCF (Wildlife/TBB) at FHQ and General Manager, Tripura Nature Trail Resorts (TNTR) Ltd.	Mobile: +918415933652
16	Shri Pritam Bhattacharjee, IFS	District Forest Officer, South Tripura District	Office: +91 381 231 1061/Mobile: +919436540259
17	Shri Goutam Das, IFS	Director, LCD in the Tripura JICA (SCATFORM) Project, Tripura	Office: +91 381 236 1454/Mobile: +91 9436123837
18	Shri Neeraj Kr. Chanchal, IFS	Director, A.R.D.Department, Tripura, Agartala.	Mobile: +91 9436544332
19	Shri Animesh Das, IFS	DCF (Protection) and Nodal Officer (legal), in addition.	Mobile: +91 9436502484
20	Shri Amit Debbarma, IFS	DFO, Dhalai	Office: +91 382 622 2551/Mobile: +91 8414896114
21	Shri H. Vingesh, IFS	DFO, Gomati	Office: +91 382 223 4040/Mobile: +91 8588074214
22	Shri.Krishna Gopal Roy, IFS	DFO, Unakoti District	Mobile: +91 7005447409
23	Smt. Paushali Roy, IFS	DCF, Training.	Mobile: +91 9402137232
24	Shri. Sumit Deb, IFS	DFO, Sepahijala	Mobile: +91 9402140046
25	Shri. Jaymalya Bhattacharjee, IFS	Executive Director, TFDPC Ltd.	Mobile: +91 9436501518
26	Shri. Suman Malla, IFS	DFO, North	Mobile: +91 9615639763
27	Shri. Abhijit De, IFS	DCF, FCA at FHQ	Mobile: +91 9402137270
28	Shri. Bidyut Chaudhuri, IFS	DCF, CAMPA	Mobile: +91 9402527853
29	Shri Akshay Balu Bhorde, IFS	District Forest Officer, Khowai	Mobile: +91 9923797707
30	Shri Kush Roy, IFS	DCF, Research, Hatipara Gandhigram, West Tripura	9436184535
31	Shri Amalendu Debnath, IFS	Addl. Director & DDO, NCE, Tripura JICA Project	8415924070
32	Shri Atanu Chakraborti, IFS	General Manager,	

		TFDPC Ltd., Anandanagar Industrial Estate, West Tripura	
33	Smt Mousumi Deb	Program Manager Training	7005564860
34	Smt Moonmoon Debnath	Program Manager Forest Technology	9496703660
35	Smt Ashmita Debnath	Program Manager Audit	9073698402
36	Shri Kishore Nath	Program Manager M & E	8787860759
37	Shri Debasish Majumder	Project Engineer	9862172314
38	Shri Rajib Malla	Program Manager Livelihood	7085940566
39	Shri Sarat Kumar Yadab	Program Manager Agroforestrry	9402121614
40	Dr Biplab Banik	Program Manager Biodiversity Conservation	8974532552
41	Shri Chandan Panday	Communication officer	8732072596
42	Shri Prasenjit Paul	GIS/RS Officer	9612642788

Training Schedule			
Day	Time	Content sequence	Name of Resource Person
DAY 1: FOUNDATIONS & DOCUMENT AUTOMATION	10.30 AM to 11.00 AM	Registration	
	11.00 AM to 11.30 AM	Introductory Speech	(Shri Pravin Agrawal, IFS) Chief Executive Officer and Project Director Tripura JICA Project (SCATFORM)
	11.30 AM to 11.45 AM	Refreshment	
	11.45 AM to 01.00 PM	Session 1: Introduction to Artificial Intelligence in the Workplace	Shri Sachin Nimbalkar, Technical Lead & Mentor – IT Technology, Pune, Maharashtra
	01.00 PM to 02.00 PM	Lunch	
	02.00 PM to 03.00 PM	Session 2: Automating Documentation Tasks Using AI	Shri Sachin Nimbalkar, Technical Lead & Mentor – IT Technology, Pune, Maharashtra
	03.00 PM to 04.00 PM	Session 3: PowerPoint Presentation Creation with AI	
	04.00 PM to 05.30 PM	Session 4: Generating and Analyzing Data in Excel with AI	
DAY 2: DATA VISUALIZATION, M&E, AND PROJECT APPLICATIONS	11.00 AM to 12.00 Noon	Session 5: AI for Monitoring, Reporting, and Evaluation (M&E)	
	12.00 Noon to 12.15 PM	Refreshment	
	12.15 PM to 01.00 PM	Session 6: Project Communication and Stakeholder Reporting	Shri Sachin Nimbalkar, Technical Lead & Mentor – IT Technology, Pune, Maharashtra
	01.00 PM to 02.00 PM	Lunch	
	02.00 PM to 03.30 PM	Session 7: AI Tools for Field-Level Work	Shri Sachin Nimbalkar, Technical Lead & Mentor – IT Technology, Pune, Maharashtra
	03.30 PM to 05.00 PM	Session 8: Ethical Use and Limitations of AI	
	05.00 PM to 05.15 PM	Feedback and Post Evaluation	
	05.00 PM to 05.30 PM	Closing Remarks	(Shri Harshakumar C, IFS), Director, Monitoring & Evaluation Tripura JICA Project (SCATFORM)