

**GOVERNMENT OF MANIPUR
DEPARTMENT OF INFORMATION TECHNOLOGY**

ORDERS

Imphal, the 18th August, 2025

No.ITM-506/6/2025-DITC-DIT: A 2-day Workshop on Artificial Intelligence (AI) for Good Governance organized by Department of Information Technology, Government of Manipur in collaboration with National e-Governance Division (NeGD), MeitY, Government of India will be held from **21st August - 22nd August, 2025** at State Academy of Training (SAT), Takyelpat, Manipur.

2. All officers nominated at **Annexure – I**, are to attend the Workshop without fail. Agenda of the Workshop is enclosed at **Annexure – II** for reference.


(Thokchom Kirankumar)
Secretary (IT)
Government of Manipur

18/8/2025

Imphal, the 18th August, 2025

Copy to:

- i. Secretary to Hon'ble Governor, Manipur.
- ii. S.O. to Chief Secretary, Government of Manipur.
- iii. Addl. Chief Secretary (Finance), Government of Manipur.
- iv. Secretary (Revenue), Government of Manipur.
- v. Managing Director, MSBCL, Manipur.
- vi. Director (Health & FW), Manipur.
- vii. All Deputy Commissioners, Manipur.
- viii. Director (IT), Manipur.
- ix. Addl. Director (SAT), Manipur.

S.No	District	Name	Designation	Mobile No
1	Bishnupur	Pooja Elangbam, IAS	Deputy Commissioner	8730972971
2	Bishnupur	Kh. Rahina Shahni	SDC/BO	7005937600
3	Bishnupur	Rajkumari Romita	DIO, NIC	9615085444
4	Imphal West	Mayanglambam Rajkumar Singh	Deputy Commissioner	7085829861
5	Imphal West	Anushka Karnwal	AC to DC	8218758006
6	Imphal West	Lanthoi Thokchom	District Manager, DIT	7005608559
7	Kangpokpi	Mahesh Chaudhari, IAS	Deputy Commissioner, Kangpokpi	8415067710
8	Kangpokpi	Hemant Kumar, IAS	SDO/ BDO, T Waichong	7903115433
9	Kangpokpi	Md. Hefajuddin	SDO/ BDO, Kangchup Geljang & Bungte Chiru	7085390432
10	Noney	Sharath Chandra Arroju	Deputy Commissioner	9071609348
11	Noney	Thuankimlak Newmai	SDC/ BO Noney	8826212554
12	Tamenglong	Dr. L Angshim Dangshawa, IAS	Deputy Commissioner	9870148499
13	Tamenglong	Namthango Kahmei	AC to DC	8130667878
14	Tengnoupal	Saurabh Yadav	Deputy Commissioner	8447596400
15	Tengnoupal	Muhammad Asghar Arzad	Additional Deputy Commissioner, Moreh	8014555921
16	Tengnoupal	Md. Nazmul Huda Khan	SDO, Machi	7085187386
17	Tengnoupal	Thokchom Dayananda Singh	DIO, NIC, Tengnoupal	9863701135
18	Ukhrul	Asish Das	Deputy Commissioner	
19	Ukhrul	Dinringam Kamei	SDO/ Ukhrul	
20	Churachandpur	Dharun Kumar S, IAS	Deputy Commissioner	8122558577
21	Churachandpur	V Sridhar, IAS	SDO/ BDO, Churachandpur	9052064183
22	Churachandpur	Mangte Jonathan KOM, MCS	SDO/ BDO Samulamlan	8415071441
23	Thoubal	Hannah Kahmei	Deputy Commissioner	8730822555
24	Thoubal	Kangjam Prakash Singh	Sub-Deputy Collector (HQ)	7005014735
25	Chandel	L. Nandakumar	Deputy	

Annexure -I

		Singh, IAS	Commissioner	
26	Chandel	Md. Firoz Khan, MCS	Addl. Deputy Commissioner	
27	Imphal East	Dr. Nivedita Lairenlakpam	Deputy Commissioner	
28	Imphal East	Ningthoujam Johnson Meetei	Addl. Deputy Commissioner	
29	Imphal East	Md. Habibur Rahaman	Informatics Officer, DIT	
30	Kamjong	Rangnamei Rang Peter	Deputy Commissioner	
31	Kamjong	H.L Jain	Addl. Deputy Commissioner	
32	Kakching	Rohit Anand IAS	Deputy Commissioner	9868952332
33	Kakching	Pebam Ranna Singh	Jr. Developmental Officer	8415930174
34	Kakching	Thongam Supreme Singh	SDC-BO	7005265477
35	Kakching	Sapam Lalhari Singh	Informatics Officer, DIT, Kakching	8794610708
36	Senapati	S. Lunguiba Thangal, MCS	SDO/BDO, Purul	7005199574
37	Senapati	Plim Reikhenamai, MCS	AC to DC, SPT	7085063441

Annexure -I

S.No	Department	Name	Designation	Mobile No
1	MSBCL	Sanatombi Bachaspatimayum,MFS	Executive Director (Finance)	
2	MSBCL	Bantee Singh Konthoujam,MCS	Executive Director (HR)	
3	MSBCL	Loktongbam Leander, MCS	Deputy General Manager(HR)	
4	LAND RESOURCES	Yumnam Nelson, MCS,	Joint Secretary	
5	LAND RESOURCES	Lokeshor Brahmacharimayum, MCS	Joint Secretary	
6	LAND RESOURCES	Chandam Bobo Singh, MCS	Joint Secretary	
7	LAND RESOURCES	Lanjoy Thoudam, MCS	Deputy Secretary	
8	LAND RESOURCES	Khwairakpam Tompok Singh, MCS	Deputy Secretary	
9	SEMT	Henry Potsangbam	Head SeMT	
10	DEPARTMENT OF IT	Nambam Deben	Director IT	
11	DEPARTMENT OF IT	Robert Gurumayum	Joint Director IT	
12	PIC	Malem Nganba	Special Secretary	
13	SAT	Berlin Hamom	Faculty Computer Science	

AI For Good Governance

Programme Agenda

Date: 21st -22nd August 2025

Venue: State Academy of Training (SAT), Manipur

Annexure-II

Day 1: 21 st August 2025		
Time	Programme details	Speakers
10:00 – 10:30 Hrs	Registration	
10:30 – 11:00 Hrs	Inaugural Session - Felicitations of Dignitaries - Welcome Address by Director (IT), Government of Manipur - Keynote Address by Secretary (IT), Government of Manipur	
11:00 – 11:30 Hrs	Session 1: Introduction to Artificial Intelligence & Machine Learning - Understanding of AI/ML, GenAI and Deep Learning - Application & Platforms for AI/ML - AI vs Automation vs Robotic Process Automation - Common Myths vs Realities	Mr. Prabhat Singal, Senior Consultant - AI & ML, Technical Advisory Unit, NeGD
11:30 – 11:45 Hrs	Tea Break	
11:45 – 01:00 Hrs	Session 2: AI Tools for Enhancing Productivity <i>(With Live Demo & Hands-on Practice)</i> - AI Tools for Concept Note Creation (ChatGPT/Gemini) - AI for Productivity & Task Automation (Microsoft Copilot). - AI for Presentation, Report Creation (PowerPoint) & Video Creation - Copilots and AI for Data Analysis (Excel AI, NotebookLM) - Smart Features in Microsoft Office & Google Workspace - Email Writing, Summarizing Notes, Grammar Tools	Mr. Tushar Goel, Microsoft
01:00 – 02:00 Hrs	Lunch Break	
02:00 – 03:30 Hrs	Session 3: AI for official Documentation <i>(With Live Demo & Hands-on Practice)</i> - Drafting Reports, Converting Voice to Notes - AI Summarization & Formatting Examples - AI Scenario Mapping: Decision-Making Simulation - Drafting official letters, memos, circulars, Minutes of Meetings (MoMs)	Mr. Samrat Kishor, Practice Lead - Digital Infrastructure and Cybersecurity
03:30 – 03:45 Hrs	Tea break	
03:45 – 04:00 Hrs	Group Reflection & Feedback	

**AI For Good Governance
Programme Agenda
Date: 21st -22nd August 2025
Venue: State Academy of Training (SAT), Manipur**

Day 2: 22nd August 2025		
Time	Programme details	Speakers
10:00 – 10:30 Hrs	Recap of Day 1 + Energiser Activity	
10:30 – 11:00 Hrs	Session 4: How AI Works – Basics for Non-Tech Users - Natural Language Processing (NLP) - What is a Large Language Model (LLM), Small Language Model (SLM) - Techniques for Effective Prompt Engineering. (ChatGPT)	Mr. Prabhat Singal, Senior Consultant - AI & ML, Technical Advisory Unit NeGD
11:00 – 11:15 Hrs	Tea Break	
11:15 – 01:00 Hrs	Session 5: Data-Driven Decisions Using AI Tools - How AI Learns: From Data to Decision - Creating Simple Dashboards (Power BI/Google Studio) - Data Summary Tools, Visual Reports	Mr. Nikhil Jain, Co-Lead Data Analytics team in NeGD
01:00 – 02:00 Hrs	Lunch Break	
02:00 – 03:00 Hrs	Session 6: AI Communication and Collaboration - Real-Time Translation Using AI - AI Role in Drone Technology - Geo AI Applications - Benefits, Risks, and Governance of AI	Dr. Venkat Kandimalla, Senior Consultant, Drones, GIS & Aerial Technology, Technical Area Unit, NeGD
03:00 – 03.15 Hrs	Tea Break	
03:15 – 03:30 Hrs	Session 7: Safe and Trusted AI - Understanding Bias, Ethics, and Security in AI Tools - Ensuring Transparency, Explainability, and Human Oversight - Strengthening Data Privacy, Security, and Ethical Compliance - Regulatory Landscape: DPDP act (Digital Personal Data Protection Act)	Mr. Samrat Kishor, Practice Lead - Digital Infrastructure and Cybersecurity
03:30 – 04:00 Hrs	Closing Session - Group Reflection & Feedback - Certificate Distribution - Vote of Thanks by Head SeMT - Group Photo	