

# *Residential Programmes*

*on*

**MODERN OFFICE MANAGEMENT FOCUS ON;  
LEAN OFFICE, RTI & E- GOVERNANCE.**

**DURING: 08-12, SEPTEMBER 2026  
AT VIJAYA PURAM (A&N)**



## **Greater Noida Productivity Council**

*(Affiliated to National Productivity Council)*

D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt

Greater Noida- 201308 (G.B. Nagar) NCR

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## **MODERN OFFICE MANAGEMENT FOCUS ON; LEAN OFFICE, RTI & E- GOVERNANCE.**

**DURING: 08-12, SEPTEMBER 2026**

**AT PORT BLAIR (A&N)**

### **Introduction**

Office is the real nerve of any organization. The efficiency and effectiveness of any organization can be directly linked to the manner in which an office operates and performs its functions and the ability of its employees to follow system and procedure, accordingly the efficiency and effectiveness of persons handling office work in an organization can be judged by their ability to dispose of work with speed and accuracy. Effective office management course will be supplemented with HR RTI & e-governance

The National e-Governance Plan (NeGP) is an initiative of the Government of India to make all government services available to the citizens of India via electronic media. NeGP was formulated by the Department of Electronics and Information Technology (DeitY) and Department of Administrative Reforms and Public Grievances (DARPG). The Government approved the National e-Governance Plan, consisting of 27 "Mission Mode Projects" (MMPs) and Tencomponents, on 18 May 2006. This is an enabler of Digital India initiative, and UMANG (Unified Mobile Application for New-age Governance) in turn is an enabler of NeGP.

Right to Information (RTI) is act of the Parliament of India to provide for setting out the practical regime of the right to information for citizens.

### **Programme Objective**

- ✓ To expose the participants to the concepts of modern office management and managing it in changing times, Lean office & e-Governance
- ✓ To discuss new management tools and techniques on office.
- ✓ To Learn office HR tools & about RTI: its concept & approach.

### **Programme Coverage**

- ✓ Changing role office under present situation.
- ✓ Office systems and productivity.
- ✓ Modern office and its advantage.
- ✓ Lean office improvement proofing etc. in office
- ✓ Team work & conflict management
- ✓ Developing positive Interperson relation in the office
- ✓ e-Governance & its applications
- ✓ Balance score card for performance management
- ✓ Bench marking in the office
- ✓ RTI its tools & techniques, e-gocverance in office
- ✓ Digital India Implementation in Office
- ✓ Knowledge Management and its Implications
- ✓ Case study presentations and discussions

## Participant's Profile

Leadership edge requires developing emotional intelligence for organization success. Therefore, this programme will be useful for all levels of Executives / Managers from Public and Private Sector, Central and State Government Departments, Public Utility and Service Organization, Banks / Financial Institution, Hospitals, Public

## Participation Fee (Residential)

Rs. 65,500/- (Sixty Five Thousand Five Hundred Only)  
+GST@18 (Equivalent to Rs. 77,290/-) per person  
which is inclusive of board, lodge & program material cost  
Non residential participation fee: Rs. 50,500/- +18% GST

## Registration & Payment

Nomination Indicating the name (s) of the participants, designation, address, mobile no. & e-mail id, etc. along with a crossed cheque / demand draft for the participation favoring Greater Noida Productivity Council and payable at Noida.

**Our PAN No. is AACAG3904C, GST No. 09AACAG3904C1Z5**

For ECS and on line payment, Bank details is as such (if depositing in bank then send us scanned copy of deposit slip)

ICICI Bank, Account No. 628401059872, Omega-1Gr., Noida 201308  
RTGS/NEFT/IFST Code ICIC0006284

## Venue And Dates:

Any Hotel/ Resort at Port Blair

**Check in: 08 September 2026 from 11:00 am Onward**

**Check Out: 12 September 2026 before 11:00 am**

## Faculty & Methodology

Dr. R.D. Mishra Director, GNPC having 40 years of professional experience as well as eminent speakers from organization/ Industries/Institute will steer the programme. Methodology of the programme would be participative in nature. The session would be based on conceptual deliberation. case studies, success stories, managements games and group discussions.

## About Greater Noida Productivity Council

GNPC is a nonprofit making organization registered under the societies registration act, 1860 (Registration No. 034160/15) and is affiliated to National Productivity Council Government of India. The constitution of Greater Noida Productivity Council comprises of a tripartite agreement among employers, employees and government representatives. The council is devoted to enhance Productivity in Industrial as well as service oriented organizations through high-tech scientific applications and major focus on Technical and Managerial consultancy, Productivity Improvement, Lean Manufacturing, In- company training on various technical and non-technical topics for improving living standards of people in country. Greater Noida Productivity Council also undertakes to organize Residential Programmes on different topics for senior, middle and Junior level executives at different locations in India and Abroad

The major areas of services offered are:

1. Process Management
2. Human Resource Management
3. TQM and Quality Management
4. Energy Management
5. Plant Engineering
6. Energy Management
7. Environment Management

## Enquiry & Registration

E-mail: [info@gnpcouncil.org](mailto:info@gnpcouncil.org), [gnpcouncil@gmail.com](mailto:gnpcouncil@gmail.com), [director@gnpcouncil.org](mailto:director@gnpcouncil.org)

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and write to

Dr. R.D. Mishra, Director

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## Organisations sponsored in our previous programmes

Currency Note Press, Ex-Im Bank of India, THDC, North Gujrat University, Ministry of Health & Family Welfare, New Delhi, South Eastern Coalfields Ltd, DoPT, ICAR, KRIBHCO, UP Agri Deptt, RCF Ltd, NTPC, IOL Bongoigaon, RBI, WAPCOS Ltd, NDMC, YASHAD Pune, HINDALCO HLL, UP Agriculture Department BEL, KSPCB, Bangalore, GB Pant Hospital Delhi, Safdarjang Hospital Delhi, Dr. Ambedkar Hospital Delhi, UP Health System Development Corporation, Gujrat Chemical & Fertilizer, M.R. Medical Collage, Gulbarga, Karnatka etc.