

GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

3 Days Training Programme on

“Pre-Examination training for Clerical Cadre (Batch-2)”

TRAINING SUMMARY REPORT

Name of Training	Pre-Examination training for Clerical Cadre (Batch-2)		
Organizing Institute	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar		
Course Level / Type	State Level		
Target Groups	Junior Clerk, WC Karkoon & Peons of GWSSB		
Date	21-23 October 2019		
No of days	3 Days		
Planned/Unplanned	Unplanned – As per Need of Departmental Examination		
Venue	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar		
Co-ordinators Team			
1. Mrs. Bhartiben Mistry, Director	Course Director		
2. Mr. Bhavik Rathod, Joint Director (Adm.)	Course Co-ordinator		
3. Mr. N K Chauhan, EE (Adm.)			
4. Mr. S P Patel, DEE			
5. Mr. G D Vaghela, Head Clerk			
Time Table			
Day-1 (21-10-2019)			
No	Time	Topic	Faculty
1-2	10:30 to 13:15	- પે ડિમાન્ડકામો ખાતેના ડિમાન્ડ પત્રની જાણકારી/ - અંગ્રેજી શબ્દોના ગુજરાતી પર્યાય અને ટૂંકી સંજ્ઞાનું વિસ્તૃતિકરણ - અંગ્રેજીમાંથી ગુજરાતી અનુવાદ	Sh. J M Dave, Retd. Account Officer, DAT & Faculty of SPIPA
3-4	14:15 to 17:00	- આવક રજીસ્ટર, જાવક રજીસ્ટર - સર્વિસ સ્ટેમ્પ તથા હિસાબ - ટપાલ સ્વીકાર નોંધણી તથા વહેંચણી	Sh. M J Joban Retd., OS, Rajkot
Day-2 (22-10-2019)			
1-2	10:30 to 13:15	- છ બંડલ પધ્ધતિ - સર્વિસ સ્ટેમ્પ તથા હિસાબ	Sh. M J Joban Retd., OS, Rajkot
3-4	14:15 to 17:00	- કાર્યપત્રક ઉપયોગીતા ડીસ્પોઝલ (વર્કશીટ) તારીજ વિગેરે - ખાતાકીય કોર્ટ કેશોનું સામાન્ય જ્ઞાન	Sh. M G Panchal, OS, Gandhinagar
Day-3 (23-10-2019)			
1-2	10:30 to 13:15	- સામાન્ય પત્ર, સ્મૃતિપત્ર, ડીલેટર.ઓ., કચેરી હુકમ, પરિપત્ર શેરો, સુધારોવધારો-, ઠરાવ, જામીન ખત, નોટીસ, પ્રમાણપત્ર, કચેરી યાદી પે સ્લીપ (મેમોરેન્ડમ)	Sh. J M Dave, Retd. Account Officer, DAT & Faculty of SPIPA
3-4	14:15 to 17:00	- ગુજરાત મુલ્કીસેવાઓ, વર્ગીકરણ અને ભરતી (મહેકમ અને દાવા) ૧૯૬૭-નિયમો (સામાન્ય)	Sh. H A Vyas, Deputy Manager, Surat
Total No of Participants			16

List of Employees

Sr No	CPF No		Name of Employee	Designation	Office
1	5185	Mr.	ANIL TRIBHOVAN DABHI	WC Karkoon	DEE, PHS Subdivion, Ranavav
2	10412	Mr.	ASWINSIH ROMSINSJI BHATI	Peon	DEE, PHS Subdivision, Vadgam
3	10697	Mr.	BHARATBHAI B PATEL	Peon	EE, P.H. Works Division, Gandhinagar
4	10056	Mr.	BHAVYESH BIPINCHANDRA PANDYA	Peon	HO Office Gandhinagar
5		Ms.	DEEPIKABEN V DAMOR	Peon	DEE, PHS Subdivision, Dahod
6	4600	Mr.	GORDHAN MANGATRAM UDHANI	WC Karkoon	DEE, PHS Subdivision, Gandhidham
7	10691	Mr.	HETAL PRAVINBHAI DUDIYA	Junior Clerk	CE, Zone 4, Kutch
8	9663	Mr.	HITENDRASINH DILIPSINH PARMAR	Peon	DEE, PHS Subdivision, Danta
9	4186	Mr.	JAYKISHAN PRAKASH RANGWANI	WC Karkoon	DEE, PHS Subdivision, Anjar
10	5188	Mr.	JAYPRAKASH LAKHAMSI TANK	WC Karkoon	DEE, PHS Subdivision, Banni
11	4114	Mr.	MAYUR DINMANISANKER HATHI	WC Karkoon	DEE, PHS Subdivision, Banni
12	7456	Mr.	MILAN MAGANBHAI TRIVEDI	WC Karkoon	DEE, PHS Subdivion, Porbandar
13	7457	Mr.	PANKAJ GOVINDBHAI THANKI	WC Karkoon	DEE, PHS Subdivion, Ranavav
14	5156	Mr.	RAMESHCHANDRA MAGANLAL SADIA	WC Karkoon	DEE, PHS Subdivion, Porbandar
15	6082	Mr.	SAEED ABAHAMED SHAIKH	WC Karkoon	DEE, PHS Subdivion, Jamnagar
16		Mr.	UTTAMBHAI PANKJKUMAR MAKAWANA	Junior Clerk	EE, P.H. Works Division, Patan

Photo Gallery

1. **Mr. M J Joban**, Retired OS, Rajkot, GWSSB addressing the trainees



2. **Sh. J M Dave**, Retd. Account Officer, DAT addressing the trainees



3. **Sh. H A Vyas**, Deputy Manager, Surat Zone addressing the trainees



4. Sh. M G Panchal, OS, Gandhinagar addressing the trainees



5. Practice Session – MS Office

