

GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

1 Days Training Programme on

“Office Administration & Account”

TRAINING SUMMARY REPORT

Name of Training	Office Administration & Account
Organizing Institute	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar
Course Level	State Level
Target Groups	Junior Clerks, Senior Clerks & Accountants of GWSSB (Rajkot Zone)
Sponsored By	NRDWP (National Rural Drinking Water Program of Ministry of Drinking Water & Sanitation, GOI)
Date	17 th January -2018
No of days	1 Days
Venue	PH Circle, GWSSB, Rajkot
Co-ordinators Team	1. Mrs. Bhartiben Mistry, JD(Adm.), Course Director 2. Mr. Bhavik Rathod, EE (Adm.), Course Co-ordinator 3. Mr. D G Kalaria, EE, Course Co-ordinator 4. Mr. B G Parmar, Accountant, Course Co-ordinator
Faculty	1. Mr. P M Jadeja, Managing Director, B M House, Jamnagar 2. Mr. M J Joban, OS, Zone-3, Rajkot
Total No of Participants	62

Photo Gallery

1. Mr. P M Jadeja, Managing Director, Jamnagar addressing the Trainees

