

GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

1 Days Training Programme on

“Classifications of File-Records”

TRAINING SUMMARY REPORT

Name of Training		Classifications of File-Records	
Organizing Institute		Gujarat Jalseva Training Institute, GWSSB, Gandhinagar	
Course Level		State Level	
Target Groups		Junior Clerks, Senior Clerks, Head Clerks, O.S., Assistant Engineers & Deputy Executive Engineers of GWSSB	
Sponsored By		NRDWP (National Rural Drinking Water Program of Ministry of Drinking Water & Sanitation, GOI)	
Date		22 th January -2018	
No of days		1 Days	
Venue		Seminar Hall, Gujarat Jalseva Training Institute, GWSSB, Gandhinagar	
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	
Time Table			
No	Time	Topic	Faculty
1	10:30 to 11:45	Circulars of Gujarat State Abhilekhagar office	Mr. D G Rathod , Office Sup., Gujarat State Abhilekhagar Office, Sector-17, Gandhinagar
2	12:00 to 13:15	Benefits of “Classifications of File-Records”	Mrs. Aartiben Doshi , Office Sup., Gujarat State Abhilekhagar Office, Sector-17, Gandhinagar
3	14:00 to 15:15	RTI & “Classifications of File-Records”	Mr. D G Rathod , Office Sup., Gujarat State Abhilekhagar Office, Sector-17, Gandhinagar
4	15:30 to 16:45	Question & Answers	Mrs. Aartiben Doshi & Mr. D G Rathod , Office Sup., Gujarat State Abhilekhagar Office, Sector-17, Gandhinagar
5	17:00 to 18:10	Visit to “Gujarat State Abhilekhagar Office” Sector-17, Gandhinagar	Mr. B G Parmar , Course Co-ordinator, GJTI
Total No of Participants		83	

Photo Gallery

1. **Mr. D G Rathod**, Office Sup., Gujarat State Abhilekhagar Office, Gandhinagar addressing the trainees



2. **Mrs. Aartiben Doshi**, Office Sup., Gujarat State Abhilekhagar Office, Gandhinagar addressing the trainees



3. Lightening of Lamp during Inaugural Session



4. Visit to "Gujarat State Abhilekhar Office" Sector-17, Gandhinagar

