

GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

3 Days Training Programme on

“Pre-Examination training for Clerical Cadre (Batch-1)”

TRAINING SUMMARY REPORT

Name of Training	Pre-Examination training for Clerical Cadre (Batch-1)		
Organizing Institute	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar		
Course Level / Type	State Level		
Target Groups	Junior Clerk, WC Karkoon & Peons of GWSSB		
Date	9-11 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 (09-10-2019)			
No	Time	Topic	Faculty
1-2	10:30 to 13:15	- રાજ્ય સ્તરનું વહીવટી માળખું - બોર્ડનું કાર્યક્ષેત્ર/કામગીરી	Sh. M J Joban Retd., OS, Rajkot
3-4	14:15 to 17:00	- સામાન્ય પત્ર વ્યવહાર, સ્મૃતિ પત્ર, ડી.એ., લેટર, કચેરી હુકમ પરિપત્ર, શેરો	Sh. J M Dave, Retd. Account Officer, DAT & Faculty of SPIPA
Day-2 (10-10-2019)			
1-2	10:30 to 13:15	- નોંધ લેખન, નમુનાની સમજૂતી અને અંગ્રેજી ભાષાનું પ્રભુત્વ	Sh. J M Dave, Retd. Account Officer, DAT & Faculty of SPIPA
3-4	14:15 to 17:00	- ટપાલ સ્વીકાર નોંધણી તથા વહેંચણી - આવક/જાવક રજીસ્ટર	Sh. M J Joban Retd., OS, Rajkot
Day-3 (11-10-2019)			
1-2	10:30 to 13:15	- ડેડસ્ટોકનું સાધારણ જ્ઞાન, લોન પેશગી, આખરી ઉપાડ મેળવવાના નિયમો વર્કશીટ (કાર્યપત્રક) ઉપયોગીતા, ડિસ્પોઝલ તારીજ	Sh. H A Vyas, Deputy Manager, Surat
3-4	14:15 to 17:00	- ઓફલાઇન ટેન્ડરની સમજૂતી, એચ.આર. બુક/ડી.આર. બુકની સમજૂતી - વર્કશીટની ઉપયોગીતા અને નિભાવણી, લોન પેશગી આખરી ઉપાડની રીત	Sh. M G Panchal, OS, Gandhinagar
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

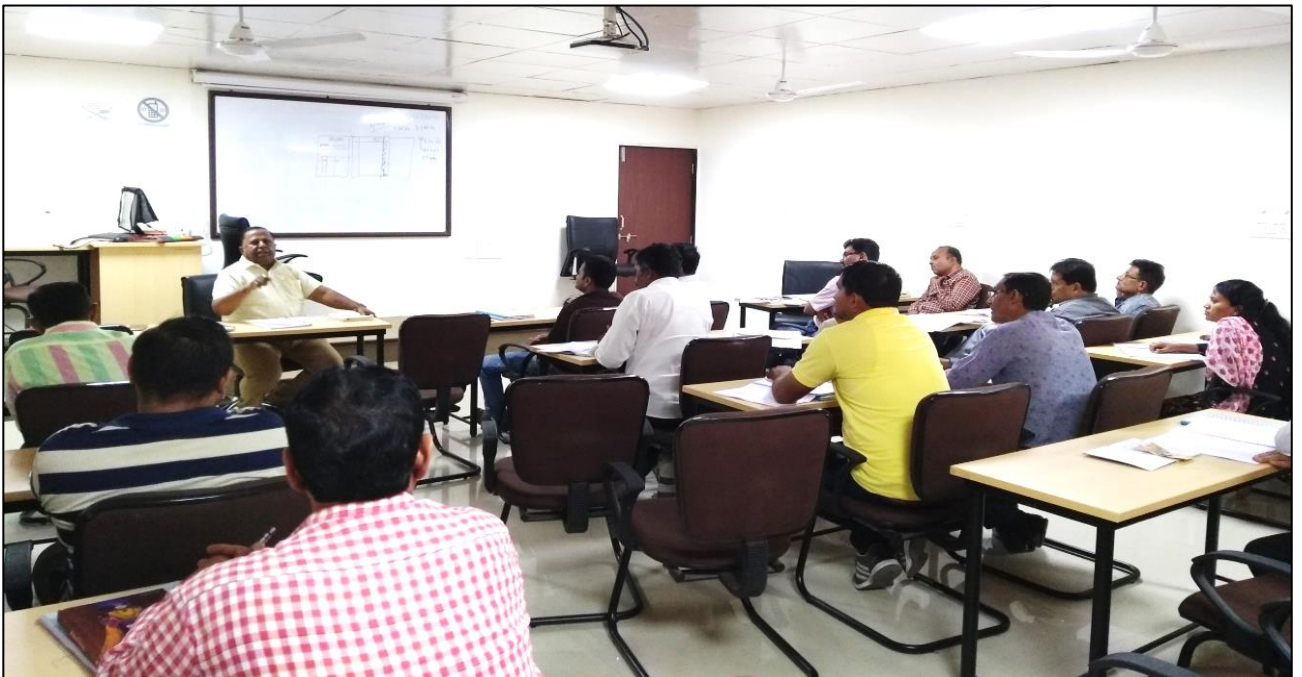
1. Inaugural Speech by **Sh. N K Chauhan**, Executive Engineer (Adm.), GJTI



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



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



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



5. **Sh. M G Panchal**, OS, Gandhinagar addressing the trainees

