

GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

2 Days Training Programme on

“Training for Group-9 (Module-1, Batch-2)”

TRAINING SUMMARY REPORT

Name of Training	Training for Group-9 (Module-1, Batch-2)		
Organizing Institute	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar		
Course Level / Type	State Level		
Target Groups	Senior Clerk & Junior Clerks of GWSSB		
Sponsored By	NRDWP of Ministry of Drinking Water & Sanitation, GOI		
Date	10-11 December 2018		
No of days	2 Days		
Planned/Unplanned	Planned		
Venue	Gujarat Jalseva Training Institute, Gandhinagar		
Co-ordinators Team			
1. Ms. Bhartiben Mistry, Director	Course Director		
2. Mr. B K Zala, Joint Director(Adm.)	Course Co-ordinator		
3. Mr. Bhavik Rathod, EE (Adm.)			
4. Mr. S P Patel, DEE			
5. Mr. G D Vaghela, Senior Clerk			
Time Table			
Date: 10-12-2018			
No	Time	Topic	Faculty
1&2	10:45 to 13:30	1. Bank Reconciliation 2. Cash Book 3. Cheque Book & Memo 4. Registers for account 5. Head of Accounts & Examples	Sh. D P Manavadariya, Senior Manager (F&A)
3&4	14:30 to 17:15	Service Matter	Sh. M J Joban, Deputy Manager, Rajkot
Date: 11-12-2018			
5&6	09:30 to 12:15	MS Office	Sh. Rahul Solanki, AEE, Computer Cell, GWSSB, Gandhinagar
7	13:30 to 14:45	સેવા વર્તણુકના નિયમો	Sh. R V Suthar, Retd. Deputy Secretary
8	15:15 to 16:30	Office General Correspondence	Dr. J N Patel, Retd. Senior Sub-Editor, Sachivalaya, Gandhinagar
Total No of Participants			24

List of Participants

Sr No	CPF No	Name of Employee	Designation	Office	Place
1	2789	Mr. Aaratsinh R Patel	Junior Clerk	PH Circle	Godhra
2	10153	Mr. Anil Ravjibhai Patel	Junior Clerk	PHS Mech Sub Div	Chikhli
3		Mr. Chhatarsinh M Charel	Senior Clerk	PHS Sub Div	Dahod
4	2458	Mr. Dilip Shantibhai Baraiya	Senior Clerk	PHS Sub Div	Botad
5	10493	Mr. Hardip Dharmeshbhai Patel	Junior Clerk	PHW Division	Morbi
6	5651	Mr. Haresb Bhikhabhai Mangalsikka	Senior Clerk	PHS Sub Div	Sihor
7		Mr. Hetal Pravin Dudiya	Junior Clerk	Zone-4	Bhuj
8	2172	Mr. Jagdish Manshankar Pathak	Senior Clerk (Ac)	PHW Division	Bhavnagar
9	2405	Mr. Jethalal Magan Bhatti	Junior Clerk	PHW Division	Bhuj
10	1912	Mr. Kiran M Vora	Senior Clerk	PHW Division	Bhuj
11	3781	Mr. Manubhai Navalji Kharadi	Senior Clerk	PHW Division	Porbandar
12	7488	Mr. Nareshbhai Chandulal Sohra	Senior Clerk	PHS Sub Div	Talaja
13	2147	Mr. Nitesh Chandrakant Oza	Senior Clerk (Ac)	PHW Division	Botad
14	2482	Mr. Parbal Vvaja Gareja	Senior Clerk	PHS Mech Sub Div	Porbandar
15	2446	Mr. Partapsinh Jilubhai Chudasma	Senior Clerk (Ac)	PH Circle	Bhavnagar
16	8485	Mr. Rakesh Golabhai Patel	Junior Clerk	PHW Division	Navsari
17	2602	Mr. Ramanikbhai Mohanbhai Kukadiya	Senior Clerk	Zone-5	Junagadh
18	3713	Mr. Rambhu Merubha Bhachriya	Senior Clerk	PHS Sub Div-2	Rapar
19	10523	Mr. Sanjay B Patel	Junior Clerk	PHS Sub Div	Uchchhal
20	4571	Mr. Sanji C Tadvi	Senior Clerk	PHW Division	Chhotaudepur
21	10268	Mr. Sunil Balaji Gohil	Junior Clerk	PHW Division	Porbandar
22	3694	Mr. Suresh Popat Patani	Junior Clerk	PHS Sub Div	Mandvi (Kutchh)
23	3979	Mr. Sureshbhai Ranchoddas Ratoja	Junior Clerk	PHW Division	Limbdi (Surendranagar)
24	2026	Mr. Valaji Lagha Vaghela	Junior Clerk	PHS Sub Div	Bhachau

Photo Gallery

1. **Sh. D P Manavadariya**, Senior Manager (F&A), GWSSB addressing the trainees



2. **Sh. M J Joban**, Deputy Manager, Rajkot, GWSSB addressing the trainees



3. **Sh. Rahul Solanki**, AEE, Computer Cell, GWSSB addressing the trainees



4. **Sh. R V Suthar**, Retd. Deputy Secretary, Gandhinagar addressing the trainees



5. **Sh. J N Patel**, Retd. Senior Sub-Editor, Gandhinagar addressing the trainees

