

# GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

1 Day Training Programme on

## “Advance MS Office”

### TRAINING SUMMARY REPORT

<b>Name of Training</b>	<b>Advance MS Office</b>		
<b>Organizing Institute</b>	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar		
<b>Course Level / Type</b>	State Level		
<b>Target Groups</b>	<b>Admin. Staff &amp; Engineers of GWSSB</b>		
<b>Date</b>	30 September 2019		
<b>No of days</b>	1 Day		
<b>Planned/Unplanned</b>	<b>Planned</b>		
<b>Venue</b>	Gujarat Jalseva Training Institute, Gandhinagar		
<b>Co-ordinators Team</b>			
<b>1. Ms. Bhartiben Mistry, Director</b>	<b>Course Director</b>		
2. Mr. Bhavik Rathod, Joint Director(Adm.) 3. Mr. N K Chauhan, EE (Adm.) 4. Mr. S P Patel, DEE 5. Mr. G D Vaghela, Senior Clerk	Course Co-ordinator		
<b>Time Table</b>			
<b>Date: 30 September 2019</b>			
<b>No</b>	<b>Time</b>	<b>Topic</b>	<b>Faculty</b>
1&2	10:45 to 13:30	MS Office (MS Excel Formulas, VLOOKUP, Pivot Table etc.)	<b>Sh. Prakash Vaghasiya,</b> AAE, PH Circle, Surat
3&4	14:30 to 17:15	Practical Session	<b>Sh. Prakash Vaghasiya,</b> AAE, PH Circle, Surat & <b>Sh. Priyank Vaghasiya</b> AE, PHS Sub Div. Mansa
<b>Total No of Participants</b>		<b>18</b>	

### List of Participants

Sr No	CPF No	Name of Employee	Designation	Office
1	GWSSB/10124	AMITKUMAR DINESHBHAI DHOKIYA	Add. Assistant Engineer	EE, P.H. Works Division, Bhuj
2	GWSSB/2406	ASHOK PRABHULAL MAHESHWARI	Add. Assistant Engineer	SE, P. H. Circle, Anjar
3	GWSSB/3210	DILIP MUSABHAI SHEKH	Tracer	EE, P.H. Works Division No. 2, Amreli
4	GWSSB/4974	DIVYABEN HITENDRA DERASARI	Sr. Clerk (AC)	HO Office Gandhinagar
5	GWSSB/1830	GHANSHYAMSINH DIPUJI VAGHELA	Sr. Clerk (AC)	Director (GJTI)
6	GWSSB/2769	GORDHANBHAI DAYABHAI SONDARVA	Jr Clerk	DEE, PHS Subdivision, Porbandar
7	GWSSB/1809	ISHWARBHAI SHARDULBHAI CHHANIYARA	Sr. Clerk /Store keeper	P. H. Mech. Division, Rajkot

Sr No	CPF No	Name of Employee	Designation	Office
8	GWSSB/8660	JAGDISHCHANDRA NANALAL PANCHAL	Sr. Clerk /Store keeper	DEE, PHS Subdivision, Baravala
9		KAUSHIK MANILAL PANCHAL	Add. Assistant Engineer	DEE, PHS Subdivision, Bhuj
10	<b>GWSSB/10126</b>	<b>KAUSHIKKUMAR JAYSUKHLAL VAGHELA</b>	<b>Dy. Executive Engineer(C)</b>	<b>CE, Zone 4, Kutch</b>
11	GWSSB/9786	MOHAMADZUBER MOHAMADSHAFI SHAIKH	Jr Clerk	CE, Zone 2, Ahmedabad
12	GWSSB/10075	PARESH BHIKHABHAI PRAJAPATI	Sr. Clerk /Store keeper	SE, P. H. Circle, Ahmedabad
13	GWSSB/2387	PRAFULCHANDRA BHAISHANKAR PATHAK	Sr. Clerk /Store keeper	P. H. Mech. Division, Junagadh
14	GWSSB/4227	PRAHLADJI RUPSANGJI THAKOR	Sr. Clerk /Store keeper	HO Office Gandhinagar
15	<b>GWSSB/</b>	<b>PRAKASHKUMAR AMARSHIBHAI GOHIL</b>	<b>Assistant Engineer</b>	<b>EE, P.H. Works Division, Nakhtrana</b>
16	GWSSB/3735	RAMESHKUMAR SOMCHANDBHAI RATHOD	Sr. Clerk (AC)	HO Office Gandhinagar
17		RUTUL MEWADA	Add. Assistant Engineer	DEE, PHS Subdivision No. 2, Rapar
18	GWSSB/4065	SANJAYSINH KALUSINH RATHOD	Sr. Clerk (AC)	HO Office Gandhinagar

### Photo Gallery

1. **Sh. Prakash Vaghasiya**, AAE, PH Circle, Surat addressing the trainees



## 2. Practice session At. Computer Lab, GJTI

