

# GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

3 Days Training Programme on

## “Pre-Examination training for Accounting Cadre”

### TRAINING SUMMARY REPORT

<b>Name of Training</b>	<b>Pre-Examination training for Accounting Cadre</b>		
<b>Organizing Institute</b>	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar		
<b>Course Level / Type</b>	State Level		
<b>Target Groups</b>	<b>Senior Clerks (A/c) of GWSSB</b>		
<b>Date</b>	29-31 July 2019		
<b>No of days</b>	3 Days		
<b>Planned/Unplanned</b>	<b>Unplanned</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. 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			
<b>Time Table</b>			
<b>Date: 29 July 2019</b>			
<b>No</b>	<b>Time</b>	<b>Topic</b>	<b>Faculty</b>
1	10:45 to 12:00	Departmental Examination Procedure & General Rules	<b>Sh. Bhavik Rathod,</b> Executive Engineer (Adm.), GJTI
2	12:15 to 13:30	General Accounts	<b>Sh. B.G.Parmar,</b> Retd. Accountant, GJTI
3	14:30 to 15:45	Office Note, Report writing & Letter writing in English	<b>Dr. Jashbhai Patel</b> PRO (CM Office)
4	16:00 to 17:15	Computer-History	<b>Sh. Prakashbhai Vagasiya</b> AAE, PH Circle, Surat
<b>Date: 30 July 2019</b>			
1	10:45 to 12:00	હિસાબી સદરની સમજૂતી, જનરલ લેઝર, એડવાન્સ રજીસ્ટર, ડીપોઝીટ રજીસ્ટરની સમજૂતી	<b>Sh. D P Manavadariya,</b> Retd. Senior Manager (F&A)
2	12:15 to 13:30	General Correspondence & Registers	<b>Dr. Jashbhai Patel</b> PRO (CM Office)
3&4	14:30 to 17:15	Computer-MS Office	<b>Sh. Prakashbhai Vagasiya</b> AAE, PH Circle, Surat
<b>Date: 31 July 2019</b>			
1&2	10:45 to 13:30	H.R./D.R. બુકની સમજૂતી, ઘસારાના દરની જુદી જુદી પદ્ધતિ, પાર્ટ રેટ – રીડ્યુસ રેટની સમજૂતી	<b>Sh. B B Chauhan,</b> Senior Manager (F&A)
3&4	14:30 to 17:15	બેંક રીકન્સીલેશન/કેશબુક નિભાવણી ચેકબુક અને ચેકમેમો રજીસ્ટરની જાણકારી, હિસાબી સદર	<b>Sh. D P Manavadariya,</b> Retd. Senior Manager (F&A)
<b>Total No of Participants</b>		<b>25</b>	

## List of Participants

Sr No	CPF No	Name of Employee		Designation	Office	Place
1	5969	Ms.	Alpa H Bhatt	Senior Clerk	PHW Division	Ahmedabad
2	2150	Mr.	Bharat C Patel	Senior Clerk	PHW Division	Gandhinagar
3	2433	Mr.	Bharat Chhaganbhai Zala	Senior Clerk	Zone-2	Ahmedabad
4	3419	Mr.	Devshibhai Bhimsibhai Bhatu	Senior Clerk	PHS Sub Div	Kutiyana
5	3353	Mr.	Dineshbhai Amrutlal Solanki	Senior Clerk	PHW Division	Patan
6	7032	Mr.	Dineshbhai Mangaldas Patel	Senior Clerk	PH Mech Store Div	Gandhinagar
7	1830	Mr.	Ghanshyamsinh Dipuji Vaghela	Senior Clerk (Ac)	GJTI	Gandhinagar
8		Mr.	Hitesh Hargivandas Dangi	Dy Accountant	PHW Mech Div.	Gandhinagar
9	1847	Mr.	Jagdish Parshottambhai Tuver	Senior Clerk (Ac)	PHW Division	Veraval
10	3342	Mr.	Jayendra Ambalal Patel	Senior Clerk	Zone-1	Vadodara
11	2326	Mr.	Jayeshkumar Punjabhai Gandhi	Senior Clerk	PHW Division	Nadiad
12	8247	Mr.	Kamlesh Manilal Parmar	Senior Clerk	PHS Sub Div	Zagadia
13	2815	Mr.	Kanubhai Ukabhai Makwana	Senior Clerk	PHWDN	Nadiad
14	4287	Mr.	Kiritkumar Balubhai Raj	Dy Accountant	PH Circle	Vadodara
15	5096	Mr.	Mahendrasinh Amrutsinh Rathod	Senior Clerk	PHW Division	Vyara
16	4123	Mr.	Mukeshbhai Govindlal Panchal	Senior Clerk	PH Circle	Ahmedabad
17	1060	Mr.	Parsinbhai Jokhubhai Kishori	Senior Clerk	PHMS Div	Lunawada
18	8246	Mr.	Prasant Sureshchandra Rana	Senior Clerk	Section Office	Khergam
19	1991	Mr.	Rajendra Durlabhai Mehta	Senior Clerk (Ac)	PHW Division	Veraval
20	3143	Mr.	Rameshbhai Ajitbhai Desai	Senior Clerk	PHW Division	Anand
21	6051	Mr.	Rameshbhai Maganbhai Chaudhary	Senior Clerk	PHW Division	Lunawada
22	2810	Mr.	Sanjay Anandprasad Rao	Senior Clerk	PH Circle	Godhra
23	3801	Mr.	Udesang Banasangbhai Gohil	Senior Clerk	PHS Sub Div	Dhandhuka
24	6538	Mr.	Upendra Sureshbhai Vasava	Senior Clerk	PHW Division	Rajpipla
25	2935	Mr.	Vishnubhai Sendhabhai Patel	Senior Clerk	HO, GWSSB	Gandhinagar

## Photo Gallery

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



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



3. **Sh. B G Parmar**, Retd. Accountant, GJTI addressing the trainees

