

GUJARAT JALSEVA TRAINING INSTITUTE

GUJARAT WATER SUPPLY & SEWERAGE BOARD

1 Days **Online** Training Programme on

“Advanced Microsoft Office”

TRAINING SUMMARY REPORT

Name of Training	Advanced Microsoft Office	
Venue	Online	
Organizing Institute	Gujarat Jalseva Training Institute, GWSSB, Gandhinagar	
Course Level / Type	State Level	
Target Groups	AAE, Junior Clerk, Junior Geologists, Outsource Staff & Apprentice Engineers of GWSSB	
Date	21 October 2021	
No of days	1 Day	
Planned/Unplanned	Planned	
Co-ordinators Team		
1. Mr. P H Shah, Director	Course Director	
2. Mr. Bhavik Rathod, Joint Director (Adm.) 3. Ms. A M Bhuvella, Ex. Engineer (Adm.) 4. Mr. S P Patel, DEE 5. Ms. Hetal Tewar, AE	Course Co-ordinator	
Training Schedule		
Time	Topic	Faculty
14:00 - 15:00	Process for Online Registration	
15:00 - 17:30	Advance Microsoft Office 1. Microsoft Excel, <ul style="list-style-type: none">○ Excel Formulas,○ Excel VLOOKUP,○ Excel Pivot Table, 2. Microsoft PowerPoint, 3. Microsoft Word	Ms. Ripal, Senior Faculty, MS Office, CADD Centre, Gandhinagar
17:30 – 18:00	Question & Answer Session	do
Total No of Participants	49 (6 Regular Employees of GWSSB & 43 Apprentice Engineer & Outsource staff)	

List of Regular Employees of GWSSB

No.	CPF NO.	Name	Designation	Office & Place
1	GWSSB/10627	DIPIKABAHEN JAYESHKUMAR PATEL	AAE (C)	PHSSD, Valsad
2	-	KRUPAL VINODKUMAR PATEL	AAE (C)	PHSSD, Dayapar
3	GWSSB/10687	PRERNABEN CHIMANBHAI PATEL	AAE (C)	PHSSD, Waghai
4	GWSSB/10108	SHAILESHKUMAR DEVABHAI PARMAR	AAE (M)	PHMSD-2, Rajkot
5	GWSSB/2083	RANCHHOD NATHUBHAI RATHOD	Steno Grade - I English	ZONE-3, Rajkot
6	GWSSB/9927	MANJU R. ODEDARA	Rojamadar	PHSSD, Kutiyana

List of Employees (Outsource staff/Apprentice Engineer)

No.	Name	Designation	Office & Place
1	AJAY B PATEL	Data Entry Operator	DISTRICT LAB, Navsari
2	AMRISH CHIMANLAL SOLANKI	Outsourcing Staff	DISTRICT LAB, Godhra
3	ANISH KAPADIYA	Outsourcing Staff	PHMD, Ahmedabad
4	ATUL K. SHRIMALI	Data Entry Operator	DISTRICT LAB, Ahmedabad
5	BHUMI KIRANBHAI GOR	Outsourcing Staff	Zone-4, Kutch
6	CHARMIBEN JITENDRABHAI SAPARIYA	Apprentice Engineer	PHSSD, Valsad
7	CHETAN PATIL	Outsourcing Staff	PHWD, Ahwa
8	CHINTANKUMAR PATEL	Chemist	Taluka Lab, Kadi
9	DARSHIT BHARATBHAI MAKADIYA	Apprentice Engineer	PHMSD-2, Rajkot
10	DILIP CHAUDHARI	Outsource Staff	PHS Mech. sub division Visnagar
11	DILIPBHAI J. JADAV	Data Entry Operator	BL, Dhandhuka
12	DIPIKA KANUBHAI MAKWANA	Outsourcing Staff	GWSSB Dahod
13	GANPATBHAI NANJIBHAI CHAUHAN	Data Entry Operator	TALUKA LAB, Limkheda
14	GAURANG PARMAR	Data Entry Operator	DISTRICT LAB, Mehsana
15	HARSH DILIPBHAI MOR	Apprentice Engineer	PHMSD-2, Rajkot
16	HASMUKH B PATIL	Data Entry Operator	TALUKA LAB, Uchchhal
17	HETAL R. MANKODIYA	Data Entry Operator	BL, Dholka
18	JAIMIN BAROT	Data Entry Operator	TALUKA LAB, Kadi
19	JIGITSHABEN K. BHABHOR	Outsourcing Staff	DISTRICT LAB, Surat
20	JIGNESHKUMAR SONERA	Outsourcing Staff	PHMSD, GODHRA
21	KETAN KHIMJIBHAI BARARIYA	Outsourcing Staff	PHMD, Anjar
22	KHYATI NITINBHAI PATEL	Outsourcing Staff	DISTRICT LAB, Godhra
23	KRUNAL NAYI	Chemist	Central Lab Gandhinagar
24	KUSHKUMAR JAGDISHBHAI PATEL	Outsource Staff	PHS Mech. SD Khedbrahma
25	LAV K. KAPADIYA	Outsourcing Staff	Central Lab Gandhinagar
26	MAUSAMI ASHOKBHAI MISHRA	Apprentice Engineer	PHSSD, Valsad
27	MAYURI M. PATEL	Data Entry Operator	PHL, Vadodara
28	PANKAJBHAI PRAVINBHAI PRAJAPATI	Data Entry Operator	DISTRICT LAB, Chhotaudepur
29	PAVAN GAUTAMKUMAR PARMAR	Outsourcing	GJTI, GANDHINAGAR
30	PAYAL DHIRAJLAL VADHER	Outsource Staff	Mechanical sub division bharuch
31	PRAGNESH N PATEL	Data Entry Operator	DISTRICT LAB Valsad
32	PRATIK JAYANTILAL RAJYAGURU	Apprentice Engineer	Zone-1, Vadodara
33	PRIYANKA PATEL	Junior Geologist	DEEPHMEC, Anand subdivision
34	RISHABH HARISHKUMAR BRAHMANIYA	Apprentice Engineer	PHMD, Ahmedabad
35	RITU CHAWARE	Junior Geologist	subdivision Morbi
36	ROJAR YASHVANTBHAI AHARI	Apprentice Engineer	PHMSD-2, Rajkot
37	SANDIPBHAI MOTIRAMBHAI KAMDI	Data Entry Operator	DISTRICT LAB, Dang
38	SANJAIBHAI RAMESHBHAI RAVAT	Chemist	TALUKA LAB, Limkheda

No.	Name	Designation	Office & Place
39	SANKET BHAVSAR	Outsourcing Staff	HO, Gandhinagar
40	SATYAM BHAVSAR	Outsourcing Staff	PHC, Bhuj
41	STELON SANDIP CHRISTIAN	Apprentice Engineer	PHMD, Ahmedabad
42	VAIBHAV M VARIA	Data Entry Operator	TALUKA LAB, Olpad
43	VRUSHIL PATEL	Apprentice Engineer	PHMD, Ahmedabad

Photo Gallery

1. **Ms. Ripal**, Senior Faculty, CADD Centre, Gandhinagar addressing the trainees through online application

