

By Fax



## HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24<sup>th</sup> November 2005]

Phone: 0177-2831141

Telefax: 0177-2831602

e-Mail: [ja-hp@nic.in](mailto:ja-hp@nic.in)

Web: [www.hpsja.nic.in](http://www.hpsja.nic.in)

Ref. No. HPJA/Trg/Ministerial Staff/2012-

Dated: 25.02.2013

To

The District & Sessions Judge,  
Kangra at Dharamshala (H.P.).

**Subject:** Five days Advance Course in IT (Computer Education) for Ministerial Staff of Subordinate Judiciary of Himachal Pradesh.

Sir,

It is to intimate that the Academy is going to organize a five days advance course in IT (Computer Education) for Ministerial Staff i.e. Superintendent Grade-I, Superintendents Grade-II, PA, Judgment Writers, Sr. Scale Stenographers, Junior Scale Stenographers, Steno-Typists, Senior Assistants, Junior Assistants and Clerks working in your Civil & Sessions Division as per following schedule in the Academy premises:

Schedule		Venue	Numbers of participants required to be nominated
From	To		
04.03.2013 10 a.m.	08.03.2013 5 p.m.	Academy	11

A copy of training schedule and curriculum is annexed hereto for your kind perusal, please.

I may, therefore, request your goodself to please nominate the aforesaid officials as per scheduled dates mentioned above. However, you are requested not to nominate those officials who are to be superannuated within a period of one year and also those who have already undergone the said training programme.

It is also informed to your goodself that after receipt of nomination of trainee- participants in this office, no exemption or leave will be allowed during the training period by the Academy. Therefore, the request of the ministerial staff for exemption may also be considered by you before finalizing and sending the

list to the Academy. The instructions issued vide No. HPJA/Instructions/2013-187-200, dated 13.01.2013 also brought to the notice of all the participants for strict compliance.

It is also brought to your kind notice that the matter may be taken up with the Hon'ble High Court of H.P. for stay of the trainee- participants in the High Court Guest House or with the PWD for the reservation in PWD Rest House, if they require accommodation during the training period.

Thanking you,

Yours faithfully,

*- Sd -*  
(J.K. Sharma)

Director

Dated: 25.02.2013

Endst. No. HPJA/Trg/Ministerial Staff/2012-~~699~~

Copy forwarded to:

1. The Registrar (Administration)-cum-Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), Shimla-01, with the request to place this letter before His Lordship for kind perusal, please.
2. The Registrar General, High Court of H.P., Shimla-171001, for information, please.
- ✓3. The System Analyst of Academy with the direction to upload the same in the Academy website.

*[Signature]*  
Director



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*Advance Course on Information Technology for ministerial staff of Subordinate Judiciary of H.P.*

Venue: **H.P. Judicial Academy, Shimla-05**  
 Period: **From 04.03.2013 to 08.03.2013**

Date & Day	Session	Topic	Faculty
04.03.2013 (Monday)		<b>Registration of participants (From 09.30 a.m. to 10.00 a.m.).</b>	Shri Pawan Kumar, System Analyst HP Judicial Academy, Shimla-5
	<b>I</b>	<ul style="list-style-type: none"> <li>➤ Introduction of the Participants.</li> <li>➤ Aims and Objective of the Programme</li> </ul>	<b>Director</b> <b>H.P. Judicial Academy, Shimla-05</b>
		<ul style="list-style-type: none"> <li>➤ Information Technology: An Overview</li> <li>➤ Computer System: Fundamental updates</li> <li>➤ Operating System &amp; related issues</li> </ul>	Shri Pawan Kumar, System Analyst HP Judicial Academy, Shimla-5
	<b>II</b>	<b>Windows OS &amp; GUI Accessibilities</b> <ul style="list-style-type: none"> <li>➤ Windows: An Overview</li> <li>➤ Latest Issues &amp; Updates</li> <li>➤ OS &amp; System Compatibility</li> <li>➤ Useful Utilities of OS</li> <li>➤ Security &amp; Piracy Issues</li> <li>➤ File Management</li> <li>➤ Data Recovery Utility</li> <li>➤ Other Issues</li> </ul>	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
<b>III &amp; IV</b>	Practical Session	Shri Pawan Kumar, System Analyst HP Judicial Academy, Shimla-5	
05.03.2013 (Tuesday)	<b>I</b>	<b><u>Open Office Writer 3.2</u></b> <ul style="list-style-type: none"> <li>➤ Office 2007/ <u>OpenOffice Writer</u>: An Overview</li> <li>➤ Review of different Tools</li> <li>➤ Resetting of Word Options</li> <li>➤ Saving of File in compatibility mode</li> <li>➤ Publishing Text File in PDF</li> <li>➤ Encryption of Document</li> <li>➤ Digital Signature</li> </ul>	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
	<b>II</b>	<ul style="list-style-type: none"> <li>➤ References: TOC, Footnotes</li> <li>➤ Interlinks &amp; Bookmark</li> <li>➤ Proofing, Comments,</li> <li>➤ Change &amp; Compare document</li> </ul>	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5

		<ul style="list-style-type: none"> <li>➤ Recording of Macros,</li> <li>➤ Mail Merge</li> <li>➤ Printing of multi pages per sheet</li> <li>➤ Other Useful options</li> </ul>	
	III & IV	Practical Session	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
06.03.2013 (Wednesday)	I	<u><b>Microsoft Office Access 2007</b></u> <ul style="list-style-type: none"> <li>➤ Access 2007: An Overview</li> <li>➤ Information Management</li> <li>➤ Database Specifications</li> <li>➤ Use and Objectives: The Planning</li> <li>➤ Understanding Data Types</li> <li>➤ Database Objects: The Design &amp; Layout</li> </ul>	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
	II	<ul style="list-style-type: none"> <li>➤ Design &amp; Layout Process: Tables, Forms, Queries &amp; Reports</li> <li>➤ Setting up relationship between Tables</li> <li>➤ Creating Forms, sub forms &amp; Entering Data</li> <li>➤ Retrieving Information with Query</li> <li>➤ Objects, Collection and Properties</li> </ul>	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
	III & IV	Practical Session	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
07.03.2013 (Thursday)	I	<ul style="list-style-type: none"> <li>➤ Import &amp; Export Data</li> <li>➤ Generation of Report</li> <li>➤ Customizing Database</li> <li>➤ Add Calculation to a query</li> <li>➤ Understand append query</li> <li>➤ Viewing and Printing Report</li> <li>➤ Other useful Option</li> </ul>	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
	II	<u><b>Open Office Spreadsheet 3.2/Excel</b></u> <ul style="list-style-type: none"> <li>➤ Microsoft Excel 2007: An Overview</li> <li>➤ Useful Formulas &amp; Functions</li> <li>➤ Consolidation of data using Pivot option</li> <li>➤ Data Analysis and Information Generation</li> <li>➤ Publishing Datasheet in PDF</li> <li>➤ Other useful options</li> </ul>	Shri Pawan Kumar, System Analyst HP Judicial Academy, Shimla-5
	III & IV	Practical Session	Shri Pawan Kumar, System Analyst HP Judicial Academy, Shimla-5
08.03.2013 (Fri)	I & II	<u><b>Internet</b></u> <ul style="list-style-type: none"> <li>➤ Internet: An Overview</li> <li>➤ Web Browser &amp; Compatibility</li> <li>➤ Internet Security</li> <li>➤ e-Governance: An Overview</li> <li>➤ PMIS: e-Service Book</li> <li>➤ Internet Faxing</li> <li>➤ e-Mail: An Overview</li> <li>➤ Creating email account</li> <li>➤ Customizing e-Mail Account</li> </ul>	Shri Pawan Kumar System Analyst HP Judicial Academy, Shimla-5
	III	Practical Session	
	IV	<b>INTERACTIVE SESSION</b>	<b>Director H.P. Judicial Academy, Shimla-05</b>

Timing of sessions:

Registration of Participants	:	09.30. a.m. to 10.00 a.m. (First day)
I Session	:	10:00 A.M. TO 11:15 A.M.
II Session	:	11:30 A.M. TO 1:15 P.M.
III Session	:	2:00 P.M. TO 03:00 P.M.
IV Session	:	03:15 P.M. TO 5:00 P.M.
Tea Breaks	:	11:00 A.M. TO 11:15 A.M. & 3:00 P.M. TO 3:15 P.M.
Lunch Break	:	1:15 P.M. TO 2:00 P.M.

Course Director  
(Director)  
H.P. Judicial Academy, Shimla-05