



(By Fax)



## HIMACHAL PRADESH JUDICIAL ACADEMY

GHANDAL, P.O. SHAKRAH, SUB TEHSIL DHAMI, DISTRICT SHIMLA – 171011

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

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**Ref. No.** HPJA/ Ubuntu./Ministerial Staff/2018/

**Dated:** 2.4.2019

To

1. The District & Sessions Judge, Sirmour at Nahan, H.P.
2. The District & Sessions Judge, Kinnaur at Rampur Bushahr, H.P.

**Subject:** A three-Day Training Programme on “Ubuntu-Linux 14.04 & LibreOffice-Writer/Calc 4.2” for the Ministerial Staff of Subordinate Courts of H.P. w.e.f. 20<sup>th</sup> May, 2019 to 22<sup>nd</sup> May, 2019.

Sirs,

“Jai Hind”

I have the honour to say that the Academy is going to organize three days training programme on “Ubuntu-Linux 14.04 & LibreOffice-Writer/Calc 4.2” for the Chief Administrative Officers, Superintendents, Senior Assistants, Junior Assistants, Clerks, P.S.s/P.A.s, Stenographers, Judgment Writers and Steno-typists working in the establishments of Civil & Sessions Divisions, Sirmour and Kinnaur. The schedule and venue of the training programme would be as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
20.5.2019	22.5.2019	Computer Lab, Himachal Pradesh Judicial Academy at Ghandal, District Shimla.	Sirmour = 8 Kinnaur = 7

A copy of curriculum is annexed herewith for kind perusal, please.

I may, therefore, request you to please nominate the aforesaid officials from your Civil & Sessions Division to undergo this training on the scheduled dates. However, it is requested that you kindly ensure that the officials, who are to superannuate within a period of one year or those who have already undergone such training may not be nominated for this programme.

It is also submitted that once the nomination of trainee- participants have been made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated officials. This fact may also be brought to the notice of the nominated officials for their information and strict compliance by them. It may kindly be brought in the notice of participants that Academy is providing accommodation also.

Thanking you,

Yours faithfully,

  
(Abira Basu)  
Deputy Director

**Endst. No.** HPJA/ Ubuntu./ Ministerial Staff/2018/ 1740  
Copy forwarded to:

**Dated:** 2.4.2019

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), for information, please;
2. The Secretary to Hon'ble Mr. Justice Tarlok Singh Chauhan, Judge, High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please;
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
4. The System Analyst of Academy with the direction to upload it in the Academy website.

  
Deputy Director