



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA
16 Mile, Shimla- Mandi National Highway, District Shimla-14
[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

Phone: 0177-2779960
e-Mail: ja-hp@nic.in

Telefax: 0177-2779960
Web: www.hpsja.nic.in

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

Dated: 14.8.2019

To

1. The District & Sessions Judge, Solan, H.P.
2. The District & Sessions Judge, Kullu, H.P.
3. The District & Sessions Judge, Kangra at Dharamshala, H.P.

Subject: A three-Day Training Programme on “Ubuntu-Linux 16.04 & LibreOffice-Writer/Calc 4.2” for the Ministerial Staff of Subordinate Courts of H.P. ‘w.e.f. 5th September, 2019 to 7th September, 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, Kangra, Kullu and Solan. 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		
5.9.2019	7.9.2019	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Kangra = 10 Solan = 10 Kullu = 10

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 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 to the trainees. None of participants are allowed to bring their family/relatives and resides with them in the Academy accommodation.

Thanking you,

Yours faithfully,


(Abira Basu)
Deputy Director

Endst. No. HPJA/ Ubuntu./Ministerial Staff/2018/ 3868

Dated: 14.8.2019

Copy forwarded to:

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; (By e-mail only)
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



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Curriculum

A Three-Day Training Programme on “Ubuntu-Linux: 16.04 & LibreOffice-Writer/Calc: 4.2” for the Ministerial Staff of Subordinate Judiciary of H.P.

Venue : Himachal Pradesh Judicial Academy, 16 Mile, Shimla- Mandi National Highway, District Shimla-14
Period: Three-Days

Date & Day	Session	Topic	Faculty
5.9.2019 Thursday		Registration of Participants (9:45 AM to 10:00AM)	
5.9.2019 Thursday	I	<ul style="list-style-type: none"> ➤ Introduction of Participants ➤ Aim & Object of Training. 	Director/Deputy Director, H.P. Judicial Academy.
	II	<ul style="list-style-type: none"> ➤ Basic Operating System Concepts- Why Ubuntu-Linux- features & benefits ➤ What's new in Ubuntu-Linux 16.04 (eCommittee customized version) 	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	III	<ul style="list-style-type: none"> ➤ Ubuntu-Linux 16.04- Managing Files and Folders <ul style="list-style-type: none"> ○ Drag & Drop for Copying and Moving Files and Folders ○ Dynamic Search of Files Browser ○ Recent Files/Folders View in File Browser ➤ Ubuntu-Linux 16.04- Useful Applications in eCommittee customized version ➤ Clipboard Manager (Clipit), StarDict Dictionary, PDF Shuffler, PDFMod, etc. 	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	IV	<ul style="list-style-type: none"> ➤ Ubuntu Software Centre ➤ GeM: An Overview ➤ Cloud Storage ➤ Other useful Tips & Techniques 	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
6.9.2019 Friday	I	<ul style="list-style-type: none"> ➤ LibreOffice – Writer - An Overview ➤ LibreOffice Writer-Basic Tips ➤ How to avoid the following five frequently committed mistakes: <ol style="list-style-type: none"> i. Use of spacebar in place of Tab ii. Use of Enter Key in place of Paragraph spacing iii. Use of Enter Key for Page Break iv. Use of Manual Paragraph Numbering v. Use of Manual Page Numbering ➤ Useful Tips & Techniques 	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	II	<ul style="list-style-type: none"> ➤ File Type in LibreOffice Writer: <ol style="list-style-type: none"> i. Tools <input type="checkbox"/> Options <input type="checkbox"/> Load/Save <input type="checkbox"/> General <input type="checkbox"/> ODF Text Document (.odt) ii. MultiSave Utility 	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.