

(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/MS/Ubuntu/2013-

**Dated:** 19.03.2014

To

The District & Sessions Judge,  
Mandi (H.P.).

**Subject:** Three days Orientation Training Programme on Ubuntu-Linux-12.04.1 LTS/Libre Office for Ministerial Staff of Subordinate Judiciary of Himachal Pradesh.

Sir,

“Jai Hind”

I have the honour to submit that the Academy is going to organize a three days Orientation Training Programme on Ubuntu-Linux-12.04.1 LTS/Libre Office 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. The schedule of training programme is as follows:-

Schedule		Venue	Number of participants required to be nominated:
From	To		
24.04.2014	26.04.2014	H.P. Judicial Academy, Shimla-5.	15

A copy of training schedule and curriculum is annexed herewith 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 superannuate within a period of one year and also those who have already undergone the aforesaid training programme.

It is also submitted that after the 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 your goodself before finalizing and sending the list to the Academy. The instructions issued vide letter No. HPJA/Instructions/2013-187-200, dated 13.01.2013 be brought to the notice of all the participants for strict compliance, before proceeding to the Academy.

It is also brought to your kind notice that the matter may be taken up by you with the H.P. PWD, authorities for stay of the trainee-participants in PWD Rest Houses, if they require accommodation during the training period.

Thanking you,

Yours faithfully,

*Sd/-*

**(C.B. Barowalia)**  
Director

**Endst. No.** HPJA/Trg/MS/Ubuntu/2013-- *1138-*

**Dated:** 19.03.2014

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Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Acting 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, Hon'ble High Court of Himachal Pradesh, Shimla (H.P.), 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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### Orientation Training Programme on Ubuntu-Linux-12.04.1 LTS/LibreOffice for Ministerial Staff of Subordinate Judiciary of H.P.


Venue: **H.P. Judicial Academy, Shimla-05**  
 Period: **Three Days (From 24.04.2014 to 26.04.2014).**


Date & Day	Session	Topic	Faculty
24.04.2014 (Thu)		<b>Registration of participants (From 09.45 a.m. to 10 a.m.).</b>	Shri Pawan Kumar System Analyst, HPJA
	I	Introduction of the Participants. Aims and Objective of the Training.	<b>Director</b> <b>H.P. Judicial Academy, Shimla-05</b>
	II	Ubuntu – Linux-12.04.1. LTS: Why Ubuntu-Linux ? Features & Benefits Ubuntu – Linux Practical Tips & Techniques – I	Shri Pawan Kumar System Analyst, HPJA
	III	Ubuntu – Linux Practical Tips & Techniques – II	Shri Pawan Kumar System Analyst, HPJA
	IV	Practical	Shri Pawan Kumar System Analyst, HPJA
25.04.2014 (Fri)	I	<b>LibreOffice-Writer</b> Practical Tips & Techniques-I	Shri Pawan Kumar System Analyst, HPJA
	II	<b>LibreOffice-Writer</b> Practical Tips & Techniques-II	Shri Pawan Kumar System Analyst, HPJA
	III	<b>LibreOffice-Writer</b> Practical Tips & Techniques-III	Shri Pawan Kumar System Analyst, HPJA
	IV	<b>Practical</b>	
26.04.2014 (Sat)	I & II	Internet Internet: An Overview Configuring Web Browser Internet Security e-Governance: An Overview PMIS: e-Service Book Internet Faxing e-Mail: An Overview Creating email account Customizing e-Mail Account	Shri Pawan Kumar System Analyst, HPJA
	III	Practical	

	IV	<b>INTERACTIVE SESSION</b>	<b>Director H.P. Judicial Academy, Shimla-05.</b>
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Timing of sessions:

Registration	:	09.45 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 03:15 P.M.
IV Session	:	03:30 P.M. TO 5:00 P.M.
Tea Breaks	:	11:15 A.M. TO 11:30 A.M. & 3:15 P.M. TO 3:30 P.M.
Lunch Break	:	1:15 P.M. TO 2:00 P.M.

  
 Course Co-ordinator  
 Deputy Director  
 H.P. Judicial Academy, Shimla-05

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