



## 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:** 10.06.2014

To

1. The District & Sessions Judge, Solan (H.P.).
2. The District & Sessions Judge, Sirmour at Nahan (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 Civil & Sessions Division, **Solan and Sirmour**. The schedule of training programme is as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
14.07.2014	16.07.2014	H.P. Judicial Academy, Shimla-5	Solan = 08 Sirmour = 07

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.

You are humbly requested to advise the trainee participants to approach H.P. PWD for their stay, if they require accommodation during training period.

Thanking you,

Yours faithfully,

*sd/-*

**(Rakesh Kainthla)**

Director

Endst. No. HPJA/Trg/MS/Ubuntu/2013--3068

Dated: 10.06.2014

Copy forwarded to:

1. The Deputy Registrar-cum- Special 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 Worthy 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.

*Dec*

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 14.07.2014 to 16.07.2014).**


Date & Day	Session	Topic	Faculty
14.07.2014 (Mon)		Registration of participants (From 09.45 a.m. to 10 a.m.).	Shri Pawan Kumar System Analyst, HPJA
	I	Introduction of the Participants. Aims and Objective of the Training.	<b>Director 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
15.07.2014 (Tue)	I	<u>LibreOffice-Writer</u> Practical Tips & Techniques-I	Shri Pawan Kumar System Analyst, HPJA
	II	<u>LibreOffice-Writer</u> Practical Tips & Techniques-II	Shri Pawan Kumar System Analyst, HPJA
	III	<u>LibreOffice-Writer</u> Practical Tips & Techniques-III	Shri Pawan Kumar System Analyst, HPJA
	IV	Practical	
16.07.2014 (Wed)	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



