



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

Telefax: 0177-2831602  
Web: [www.hpsja.nic.in](http://www.hpsja.nic.in)

**Ref. No.** HPJA/Trg/MS/Ubuntu/2013-

**Dated:** 20.11.2014

To

1. The District & Sessions Judge, Hamirpur (H.P.).
2. The District & Sessions Judge, Solan (H.P.).

**Subject:** Three days Orientation Training Programme on Ubuntu-Linux-12.04.1 LTS/LibreOffice 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/LibreOffice 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, **Hamirpur and Solan**. The schedule of training programme is as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
18.12.2014	20.12.2014	H.P. Judicial Academy, Shimla-5.	Hamirpur = 08 Solan = 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--*6445*

Dated: 20.11.2014

Copy forwarded to:

1. The Deputy Registrar-cum- Special 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 Secretary to Hon'ble Mr. Justice Rajiv Sharma, Judge, High Court of H.P. (Hon'ble President of the Academy); with the request to place this letter before His Lordship for kind perusal, please.
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla (H.P.); for information, please.
- ✓ 4. The System Analyst of Academy with the direction to upload the same in the Academy website.

*be*  
**Director**  
*al*

Schedule	From		Venue	Number of participants required to be nominated from Civil & Sessions Division
	To	From		
18.12.2014	20.12.2014	H.P. Judicial Academy, Shimla-2	08	08
			07	07



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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 18.12.2014 to 20.12.2014)**

Date & Day	Session	Topic	Faculty
<b>18.12.2014 (Thu)</b>		<b>Registration of participants (From 09.45 a.m. to 10 a.m.).</b>	Shri Pawan Kumar System Analyst, HPJA
	<b>I</b>	Introduction of the Participants. Aims and Objective of the Training.	<b>Director H.P. Judicial Academy, Shimla-05</b>
	<b>II</b>	Ubuntu – Linux-12.04.1. LTS: Why Ubuntu-Linux ? Features & Benefits Ubuntu – Linux Practical Tips & Techniques – I	Shri Pawan Kumar System Analyst, HPJA
	<b>III</b>	Ubuntu – Linux Practical Tips & Techniques – II	Shri Pawan Kumar System Analyst, HPJA
	<b>IV</b>	Practical	Shri Pawan Kumar System Analyst, HPJA
<b>19.12.2014 (Fri)</b>	<b>I</b>	<b>LibreOffice-Writer</b> Practical Tips & Techniques-I	Shri Pawan Kumar System Analyst, HPJA
	<b>II</b>	<b>LibreOffice-Writer</b> Practical Tips & Techniques-II	Shri Pawan Kumar System Analyst, HPJA
	<b>III</b>	<b>LibreOffice-Writer</b> Practical Tips & Techniques-III	Shri Pawan Kumar System Analyst, HPJA
	<b>IV</b>	<b>Practical</b>	
<b>20.12.2014 (Sat)</b>	<b>I &amp; II</b>	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
	<b>III</b>	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.

Sl. No.	Topic	Day & Date
1	Introduction of the Participants Aims and Objective of the Training	18.12.2014 (Thu)
2	Ubuntu - Linux-12.04.1 LTS: Why Ubuntu-Linux? Features & Benefits	18.12.2014 (Thu)
3	Ubuntu - Linux Practical Tips & Techniques - I	18.12.2014 (Thu)
4	Ubuntu - Linux Practical Tips & Techniques - II	18.12.2014 (Thu)
5	Practical	18.12.2014 (Thu)
6	LibreOffice-Writer Practical Tips & Techniques-I	19.12.2014 (Fri)
7	LibreOffice-Writer Practical Tips & Techniques-II	19.12.2014 (Fri)
8	LibreOffice-Writer Practical Tips & Techniques-III	19.12.2014 (Fri)
9	Practical	19.12.2014 (Fri)
10	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	20.12.2014 (Sat)
11	Practical	20.12.2014 (Sat)

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

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