

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: 25.03.2013

To

The District & Sessions Judge,  
Shimla (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,

It is to intimate 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 as per following schedule in the Academy premises:

Schedule		Venue	Numbers of participants required to be nominated
From	To		
08.04.2013	10.04.2013	Academy	11

A copy of training schedule and curriculum is annexed hereto 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 be superannuated within a period of one year.

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

*It is also brought to your kind notice that the matter may be taken up with the Hon'ble High Court of H.P. for stay of the trainee- participants in the High Court Guest House or with the PWD for the reservation in PWD Rest House, if they require accommodation during the training period.*

*Thanking you,*

*Yours faithfully,*

*—sd—*  
**(J.K. Sharma)**

*Director*

**Dated: 25.03.2013**

**Endst. No. HPJA/Trg/MS/Ubuntu/2013-- 1653**  
**Copy forwarded to:**

1. *The Registrar (Administration)-cum-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, High Court of H.P., Shimla-171001, for information, please.*
- ✓ 3. *The System Analyst of Academy with the direction to upload the same in the Academy website.*

*Director*



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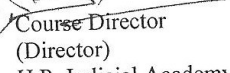
Orientation Training Programme on Ubuntu-Linux OS for Ministerial Staff of Subordinate Judiciary of H.P.

Venue: **H.P. Judicial Academy, Shimla-05**  
Period: **Three Days (From 08.04.2013 to 10.04.2013)**

Date & Day	Session	Topic	Faculty
08.04.2013 (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 Programme	<b>Director</b> <b>H.P. Judicial Academy, Shimla-05</b>
	II	Ubuntu - Linux-12.04.1. LTS: Why Ubuntu-Linux ? Features & Benefits	Shri Pawan Kumar System Analyst, HPJA
	III	Ubuntu - Linux Practical Tips & Techniques - I	Shri Pawan Kumar System Analyst, HPJA
	IV	Ubuntu - Linux Practical Tips & Techniques - II	Shri Pawan Kumar System Analyst, HPJA
09.04.2013 (Tue)		Practical	Shri Pawan Kumar System Analyst, HPJA
	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
10.04.2013 (Wed)		Practical	Shri Pawan Kumar System Analyst, HPJA
	I & II	<i>Internet</i> <ul style="list-style-type: none"> <li>➤ Internet: An Overview</li> <li>➤ Configuring Web Browser</li> <li>➤ Internet Security</li> <li>➤ e-Governance: An Overview</li> <li>➤ PMIS: e-Service Book</li> <li>➤ Internet Faxing</li> <li>➤ e-Mail: An Overview</li> <li>➤ Creating email account</li> <li>➤ Customizing e-Mail Account</li> </ul>	Shri Pawan Kumar System Analyst, HPJA
	III	Practical	
	IV	<b>INTERACTIVE SESSION</b>	<b>Director</b> <b>H.P. Judicial Academy, Shimla-05</b>

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

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