



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/2022/

Dated: 21.6.2022

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Bilaspur, H.P.

Subject: A three days training programme on “Ubuntu-Linux 20.04 & LibreOffice-Writer/Calc 4.2” for ministerial staff working in subordinate courts of H.P. w.e.f. 28th July, 2022 to 30th July, 2022

Sirs,

“Jai Hind”

I have the honour to say that the Academy is going to organize three days training programme on “Ubuntu-Linux 20.04 & 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 etc. working in the establishments of Civil & Sessions Divisions, Shimla, Solan, Bilaspur . 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 | | |
| 28.7.2022 | 30.7.2022 | Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14 | Shimla = 8 Solan = 7 Bilaspur = 5 |


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,

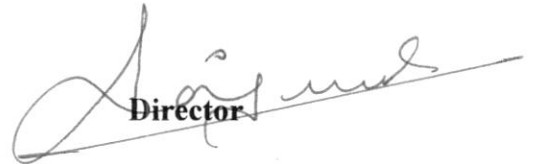
Yours faithfully,


(Rajeev Bali)
Director

Endst. No. HPJA/ Ubuntu./Ministerial Staff/2022/ 2173
Copy forwarded to:

Dated: 21.6.2022

1. The Principal Private Secretary to Hon'ble the Acting Chief Justice (Hon'ble Patron – in-Chief 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.


Director



HIMACHAL PRADESH JUDICIAL ACADEMY

16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, DISTRICT SHIMLA – 171014

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Three-Day Training Programme on “**Ubuntu-Linux: 20.04 & LibreOffice-Writer/Calc**” (as Customized by the Hon’ble eCommittee, Supreme Court of India) for the Civil Judges/Ministerial Staff of Subordinate Judiciary of H.P.

Venue : **Computer Lab, Himachal Pradesh Judicial Academy, Shimla**

Period: **Three-Days**

| Date & Day | Session | Topic | Faculty |
|------------|------------|--|--|
| 28.7.2022 | | Registration of Participants (9.45 AM to 10:00 AM) | |
| | I | Introduction of Participants Aims & Objective of Training. | Director/Deputy Director, H.P. Judicial Academy. |
| | II | <ul style="list-style-type: none">Basic Operating System Concepts- Why Ubuntu-Linux- features & benefitsWhat’s new in Ubuntu-Linux 20.04 (eCommittee customized version) | Sh. Pawan Kumar System Analyst, H.P. Judicial Academy. |
| | III | <ul style="list-style-type: none">Ubuntu-Linux 20.04- Managing Files and Folders<ul style="list-style-type: none">Drag & Drop for Copying and Moving Files and FoldersDynamic Search of Files BrowserRecent Files/Folders View in File BrowserUbuntu-Linux 20.04- Useful Application<ul style="list-style-type: none">Clipboard Manager (Clipit), StarDict Dictionary, PDF Shuffler, PDFMod , Updating Ubuntu-Linux etc | Sh. Pawan Kumar System Analyst, H.P. Judicial Academy. |
| | IV | <ul style="list-style-type: none">Ubuntu Software CentreGeM: An OverviewCloud StorageOther useful Tips & Techniques | Sh. Pawan Kumar System Analyst, H.P. Judicial Academy. |
| 29.7.2022 | I | LibreOffice – Writer - An Overview LibreOffice Writer-Basic Tips <ol style="list-style-type: none">How to avoid the following five frequently committed mistakes:<ol style="list-style-type: none">Use of spacebar in place of TabUse of Enter Key in place of Paragraph spacingUse of Enter Key for Page BreakUse of Manual Paragraph NumberingUse of Manual Page NumberingUseful Tips & Techniques | Sh. Pawan Kumar System Analyst, H.P. Judicial Academy. |
| | II | <ol style="list-style-type: none">File Type in LibreOffice Writer:<ol style="list-style-type: none">Tools → Options→ Load/Save→ General→ ODF Text Document (.odt)Backup of DocumentRecovery of DocumentDifference between AutoCorrect & Auto TextUseful Tips & Techniques | Sh. Pawan Kumar System Analyst, H.P. Judicial Academy. |
| | III | LibreOffice – Writer Paragraph & Page Numbering Simple Paragraph Numbering Using ‘F12’ for simple paragraph numbering Outline (Multilevel) Paragraph Numbering Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering How to have unnumbered para in numbered list of | Sh. Pawan Kumar System Analyst, H.P. Judicial Academy. |