



**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 24<sup>th</sup> November 2005]

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**Ref. No.** HPJA/ Ubuntu./Ministerial Staff/2022/

**Dated:** 23.3.2023

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Kullu, 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. 3<sup>rd</sup> to 5<sup>th</sup> April, 2023.

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, Kullu & 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		
3.4.2023	5.4.2023	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Shimla = 10 Kullu = 06 Bilaspur = 06

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,

*sd/*  
**(Rajeev Bali)**  
Director

**Endst. No.** HPJA/ Ubuntu./Ministerial Staff/2022/ 699  
Copy forwarded to:

**Dated: 23.3.2023**

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, Hon'ble 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