



## 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: 25.04.2013**

To

The District & Sessions Judge,  
Mandi (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		
27.05.2013	29.05.2013	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 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 you before finalizing and sending the list to the Academy. The instructions issued vide letter No. HPJA/Instructions/2013-187-200, dated 13.01.2013 shall also be brought to the notice of all the participants for strict compliance, before proceeding to the Academy.

*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*

**Endst. No. HPJA/Trg/MS/Ubuntu/2013--2257--**

**Dated: 25.04.2013**

*Copy forwarded to:*

- 1. The Registrar (Administration)-cum-Principal 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 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 27.05.2013 to 29.05.2013)**

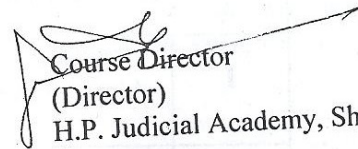
Date & Day	Session	Topic	Faculty
27.05.2013 (Mon)		Registration of participants (From 09.45 a.m. to 10 a.m.)	Shri Pawan Kumar System Analyst, HPJA
	I	Introduction of the Participants. Aims and Objective of the Programme	<b>Director</b> <b>H.P. Judicial Academy,</b> <b>Shimla-05</b>
	II	Ubuntu – Linux-12.04.1. 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
28.05.2013 (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	
29.05.2013 (Wed)	I & II	<i>Internet</i> ➤ Internet: An Overview ➤ Configuring Web Browser ➤ Internet Security ➤ e-Governance: An Overview ➤ PMIS: e-Service Book	Shri Pawan Kumar System Analyst, HPJA



		<ul style="list-style-type: none"> <li>➤ Internet Faxing</li> <li>➤ e-Mail: An Overview</li> <li>➤ Creating email account</li> <li>➤ Customizing e-Mail Account</li> </ul>	
	III	Practical	<b>Director</b> <b>H.P. Judicial Academy,</b> <b>Shimla-05</b>
	IV	<b>INTERACTIVE SESSION</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**