

By Fax



HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

Phone: 0177-2831141

Telefax: 0177-2831602

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

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

Dated: 06.06.2013

To

*The District & Sessions Judge,
Mandi, Distt. 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 Civil & Sessions Divisions, Mandi. The schedule of training programme is as follows:-

<i>Schedule</i>		<i>Venue</i>	<i>Numbers of participants required to be nominated :</i>
<i>From</i>	<i>To</i>		
24.06.2013	26.06.2013	Academy	16

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 H.P. PWD, authorities for stay of the trainee-participants in PWD Rest Houses, if they require accommodation during the training period.

Thanking you,

Yours faithfully,

sd.

(J.K. Sharma)
Director

Endst. No. HPJA/Trg/MS/Ubuntu/2013-- *5318*

Dated: 06.06.2013

Copy forwarded to:

1. The Registrar (Administration)-cum-Principal Private Secretary to the 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 24.06.2013 to 26.06.2013)**

Date & Day	Session	Topic	Faculty
24.06.2013 (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	Director H.P. Judicial Academy, Shimla-05
	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
25.06.2013 (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	
26.06.2013 (Wed)	I & II	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
	III	Practical	

	IV	<i>INTERACTIVE SESSION</i>	Director H.P. Judicial Academy, Shimla-05
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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 03:00 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 Co-ordinator
Deputy Director
H.P. Judicial Academy, Shimla-05

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