



## 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. Advocate Gen/2013/

Dated: 17.01.2013

To

The Ld. Advocate General,  
Himachal Pradesh, Shimla-01.

**Subject: Regarding Three-Days Orientation Training Programme on “Ubuntu-Linux-12.04.1 LTS/LibreOffice” for officials of the office of Ld. Advocate General of Himachal Pradesh.**

Sir,

‘Jai Hind’

Kindly refer to your office letter No. 8-1/2008-38545, dated 15<sup>th</sup> October, 2013 vide which a bankers Cheque No. 143101 dated 05.10.2013 amounting to Rs 9823/- (Rupees nine thousand six hundred twenty three) only on account of the payment for imparting Three-Days Orientation Training Programme on “Ubuntu-Linux-12.04.1 LTS/LibreOffice” for 25 officials in two batches (first batch consisting of 13 participants and second batch consisting of 12 participants) of your department has been received.

In this context, I am to say that the Academy is going to organize the aforesaid training programme as per following schedule:

Batch No.	From	To	Venue	Number of participants are required to be nominated:
First	15.01.2014	17.01.2014	H.P. Judicial Academy, Shimla-05	13
Second	10.02.2014	12.02.2014	H.P. Judicial Academy, Shimla-05	12

A copy of the tentative curriculum is enclosed for kind perusal, please.

I may, therefore, request your goodself to please nominate the aforesaid officials as per scheduled dates and venue mentioned above.

Yours faithfully,




**(C.B. Barowalia)**  
Director

**Endst. No.** HPJA/Trg-Nazir/2013-7304-

**Dated:** 17.12.2013

Copy forwarded to:

1. The 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 System Analyst of Academy with the direction to upload the same in the Academy website.



Director  
92



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### Orientation Training Programme on Ubuntu-Linux-12.04.1 LTS/LibreOffice for Ministerial Staff of Subordinate Judiciary of H.P.

Venue: **H.P. Judicial Academy, Shimla-05**  
 Period: **Three Days (From 15.01.2014 to 17.01.2014)**

Date & Day	Session	Topic	Faculty
15.01.2014 (Wed)		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 Training.	<b>Director</b> <b>H.P. Judicial Academy, 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
16.01.2014 (Thu)	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	<b>Practical</b>	
17.01.2014 (Fri)	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>	<b>Director H.P. Judicial Academy, Shimla-05</b>
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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 03:15 P.M.
IV Session	:	03:30 P.M. TO 5:00 P.M.
Tea Breaks	:	11:15 A.M. TO 11:30 A.M. & 3:15 P.M. TO 3:30 P.M.
Lunch Break	:	1:15 P.M. TO 2:00 P.M.

  
Course Coordinator  
Deputy Director

H.P. Judicial Academy, Shimla-05.

  
Course Director  
(Director)

H.P. Judicial Academy, Shimla-05.





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### Orientation Training Programme on Ubuntu-Linux-12.04.1 LTS/LibreOffice for Ministerial Staff of Subordinate Judiciary of H.P.

Venue: **H.P. Judicial Academy, Shimla-05**


Period: **Three Days (From 10.02.2014 to 12.02.2014)**


Date & Day	Session	Topic	Faculty
10.02.2014 (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 Training.	<b>Director</b> <b>H.P. Judicial Academy, 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
11.02.2014 (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	
12.02.2014 (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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 Course Director  
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