



**By Fax**

**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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Web: www.hpsja.nic.in

**Ref. No. HJA-B[12]-32[VIII]-2018-**

**Dated: 19.2.2020**

To

1. The Ld. District & Sessions Judge, Shimla, H.P.
2. The Ld. District & Sessions Judge, Mandi, H.P.
3. The Ld. District & Sessions Judge, Sirmour at Nahan, H.P.

**Subject: A three-Day Training Programme on “Ubuntu-Linux 16.04 & LibreOffice-Writer/Calc 4.2” for the Ministerial Staff of Subordinate Courts of H.P. w.e.f. 11.3.2020 to 13.3.2020.**

Sirs,

“Jai Hind”

I have the honour to say that the Academy is going to organize three days training programme on “**Ubuntu-Linux 16.04 & LibreOffice-Writer/Calc 4.2**” for the Superintendents, Senior Assistants, Junior Assistants, Clerks, P.S.s/P.A.s, Stenographers, Steno-typists and Judgment Writers working in the establishments of Civil & Sessions Divisions, Shimla, Mandi and Sirmour. 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		
11.3.2020	13.3.2020	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Shimla = 10 Mandi = 10 Sirmour = 10

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-*

(Abira Basu)  
Deputy Director

**Endst. No.** HJA-B[12]-32[VIII]-2018- 629  
Copy forwarded to:

**Dated:** 19.2.2020

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron 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.

  
Deputy Director