



**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/ 335

Dated: 22.2.2025

To

1. The District & Sessions Judge, Kangra at Dharamshala H.P.
2. The District & Sessions Judge, Una
3. The District & Sessions Judge, Chamba
4. The District & Sessions Judge, Hamirpur
5. The District & Sessions Judge, Kinnaur at Rampur

**Subject:** A two days training programme on “ECT\_09\_2024-Refresher Programme on eServices/ Ubuntu Linux” for ministerial staff working in subordinate courts of H.P. on 6.3.2025 & 7.3.2025.

Sirs,

“Jai Hind”

I have the honour to say that the Academy is going to organize two days training programme on “ECT\_09\_2024-Refresher Programme on eServices/ Ubuntu Linux” 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, Kangra at Dharamshala, Una, Chamba, Hamirpur and Kinnaur at Rampur. The schedule and venue of the training programme would be as follows:-

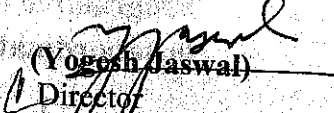
Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
6.3.2025	7.3.2025	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Kangra at Dharamshala = 08 Una = 07 Chamba = 04 Hamirpur = 06 Kinnaur at Rampur = 05

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 to the nominated officials for their information and strict compliance by them. It may kindly be brought to the notice of participants that Academy is providing accommodation to the trainees. None of participants are allowed to bring their family/relatives to reside with them in the Academy accommodation.

Thanking you,

Yours faithfully,

  
(Yogesh Jaswal)  
Director

Dated: 22.2.2025

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

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron --in-Chief of the Academy), for information, please. (by email only).
2. The Secretary to Hon'ble Mr. Justice Vivek Singh Thakur, Judge, Hon'ble High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please (by email only).
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please; (email only)
4. The System Analyst of Academy with the direction to upload it in the Academy website.

  
Director