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 24th November 2005]

Phone: 0177-2779960	Telefax: 0177-2779960
e-Mail: ja-hp@nic.in	Web: www.hpsja.nic.in

Ref. No. HPJA/Ubuntu/MS/2022- 273-282   Dated: 2.2.2026

From:

    The Director,
    H.P. Judicial Academy,
    16 Mile, Shimla-Mandi National Highway,
    Shimla-14

To

    1. The Ld. District & Sessions Judge, Kangra at Dharamshala, H.P.
    2. The Ld. District & Sessions Judge, Sirmaur at Nahan.
    3. The Ld. District & Sessions Judge, Hamirpur.
    4. The Ld. District & Sessions Judge, Bilaspur
    5. The Ld. District & Sessions Judge, Una
    6. The Ld. District & Sessions Judge, Solan

Subject:-   **"ECT_09_2025- Refresher Programme on eServices/Ubuntu Linux" for ministerial staff working in subordinate courts of H.P. on 17.2.2026 & 18.2.2026.**

Sirs/Madam,

    "Jai Hind"

    I have the honour to submit that the Academy is going to organize "ECT_09_2025- 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, Sirmaur at Nahan, Hamirpur, Bilaspur , Una & Solan. 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			
17.2.2026	18.2.2026	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla-Mandi National Highway, Shimla-14	Kangra at Dharamshala	= 06
			Una	=06
			Bilaspur	=04
			Hamirpur	=04
			Solan	=06
			Sirmaur at Nahan	=04

I may therefore, request your goodself to please nominate the officials to attend the aforesaid training from your Civil & Sessions Division. Preference may be given to those officials who have not attended any training programme for past one year in this Academy.

The accommodation for the stay of participants shall be provided by the Academy on sharing basis, however, no family member/relative are permitted to stay in the Hostel. The curriculum of the training programme enclosed herewith may also be circulated amongst the officials nominated please.

Thanking you,

Yours faithfully,
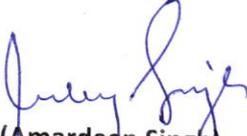
(Amardeep Singh)
Deputy Director
Dated: 2.2.2026

Ref. No. HPJA/Ubuntu/MS/2022- 273-282

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 Ajay Mohan Goel, 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.
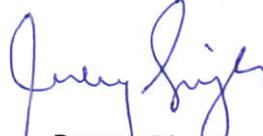
Deputy Director

For *Ministerial Staff of District Judiciary*

Two days *"ECT_09_2025- Refresher Programme on eServices/Ubuntu-Linux"*

To be held on: 17.2.2026 & 18.2.2026

Session	Day 1	Day 2
1	✓ Introduction of Participants ✓ Aim & Object of Training.	✓ eCourt Services Portal-https://ecourts.gov.in • eCourt Services • District Court NJDG • Pending and Disposed Dashboard • Alerts • Information Management ✓ Virtual Court ✓ NSTEP ✓ E-Court Filing ✓ E-Court Fee Payment
2	✓ Why Ubuntu-Linux- features & benefits ✓ What's new in Ubuntu-Linux 20.04 (eCommittee customized version) ✓ Ubuntu-Linux 20.04- Managing Files and Folders ✓ **Ubuntu-Linux 20.04- Useful Applications in eCommittee customized version** ○ Clipboard Manager (Clipit), PDF Shuffler, PDFMod, etc. ✓ -Ubuntu Software Centre ○ Other useful Tips & Techniques	✓ GeM: An Overview ▪ Pool Bank Account ▪ Requirements for registration on GeM ▪ GeM Users: Primary User/Secondary Users/Consignee ▪ Purchase on GeM-Direct, L1 and Bid ▪ Shopping Cart

3	✓ **LibreOffice – Writer - An Overview** ✓ **LibreOffice Writer-Basic Tips** ✓ How to avoid the following five frequently committed mistakes: i. Use of spacebar in place of Tab ii. Use of Enter Key in place of Paragraph spacing iii. Use of Enter Key for Page Break iv. Use of Manual Paragraph Numbering v. Use of Manual Page Numbering 1. **File Type in LibreOffice Writer:** i. Tools → Options→ Load/Save→ General→ ODF Text Document (.odt) ii. Backup of Document iii. Recovery of Document	▪ Placing an order on GeM ▪ Verifying with eSign & OTP ▪ Uploading Approval ▪ Contract & Sanction Order ▪ Bidding ▪ Qualifying Technical Bids ▪ Financial Bid & L1 ▪ Receiving of Items ▪ Verifying Items ▪ Verifying Receiving ▪ CRAC ▪ Releasing of Payment to Seller and updation ✓ **Manav Sampda eHRMS**- An Overview ▪ Creating Establishment ▪ Establishment Data Entry ▪ Assigning Role ▪ Role of Establishment Data Entry Operator
4	✓ Difference between AutoCorrect & Auto Text **LibreOffice – Writer Paragraph & Page Numbering** **Simple Paragraph Numbering** Using 'F12' for simple paragraph numbering **Outline (Multilevel) Paragraph Numbering** Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering ✓ **Page Numbering** (i) Insert Header/Footer (ii) Page Number, Page Count (iii) How not to show page number on first page (iv) How to have desired number series from desired page. ✓ Useful Tips & Techniques	▪ Role of Establishment Verifying ▪ 12 forms, Form1: Employee Personal information. Form 2: Employee Address information. Form 3: Employee initial joining information. Form 4: Employee education and training information. Form 5: Employee family information. Form 6: Employee loan details. Form 7: Employee service history. Form 8: Employee leave details. Form 9: Employee Departmental proceeding. Form 10: Employee old department information. Form 11: Employee nominee details. Form 12: Employee ACR details. ▪ Verifying Service record