OFFICE OF THE NODAL OFFICER
SAMASTIPUR
Order No24/Computer Cell/Date15.06.2019

As directed it is to inform that the training has been organized at Server Room . The topic of training and schedule is given below. All the participant is directed to get trained and familiar with the Operating System Ubuntu and the CIS (Case Information System)

Topic of Training

➤ How to work on LibreOffice Writer .
➤ How to work on LibreOffice Calc
➤ How to handle the issue occured while working on Ubuntu O/S.
➤ How to make printout and How to handle the issue occured during the printing of page.
➤ How to create file and folder in Ubuntu o/s.
➤ How to check the connectivity .
➤ How to store the data in Harddisk and Flash drive.
➤ How to open CIS.
➤ How to upload the order and judgement in CIS.
➤ How to check everyday Undated Cases.
➤ How to upload the DPR and check the report.
➤ How to Update the Old Cases in JOAMS.
➤ How to check the Case Status in CIS.
➤ Queries and Answer Sessions By System Officer .

Training Schedule.

Name of Candidate	Date	Time
Sri Ashish Kumar	17.06.2019 & 24.06.2019	01:00 P.M to 2:00 P.M
Sri Madhav Kumar Roy	17.06.2019 & 24.06.2019	01:00 P.M to 2:00 P.M
Sri Deepak Kumar Singh	18.06.2019 & 25.06.2019	01:00 P.M to 2:00 P.M
Sri Manish Kumar	18.06.2019 & 25.06.2019	01:00 P.M to 2:00 P.M
Sri Vijay Kumar Yadav	19.06.2019 & 26.06.2019	01:00 P.M to 2:00 P.M
Sri Sandeep Kr Kesharwani	19.06.2019 & 26.06.2019	01:00 P.M to 2:00 P.M
Ms Lakshmi Kumari	20.06.2019 & 27.06.2019	01:00 P.M to 2:00 P.M
Sri Gopal Kumar	20.06.2019 & 27.06.2019	01:00 P.M to 2:00 P.M
Md Reyazul Haque	21.06.2019 & 28.06.2019	01:00 P.M to 2:00 P.M
Shadman Akhter	21.06.2019 & 28.06.2019	01:00 P.M to 2:00 P.M
Sri Ranjan Kumar	22.06.2019 & 29.06.2019	01:00 P.M to 2:00 P.M

Abhishek Kumar
15/06/19
NODAL OFFICER
SAMASTIPUR