



ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, Ladakh

Subject:- Disposal of official business in the office of UT Ladakh and standing operating procedure thereof.


Circular No: 02-GAD of 2019
Dated: 18-12-2019

For efficient and speedy disposal of files and transaction of Government Business, it is pertinent to issue the following instruction for speedy disposal of government business.

Standing operating procedure for Offices of the Secretariat of the Union Territory of Ladakh and for the Offices of the Directorates/ HoDs regarding transaction of officials business .

1. The channel of submission of Official correspondence/ files should start at the level of branch office and move to the concerned Directors/HoDs. In case of the movement of the files to the Secretariat, the concerned Directors/ HoDs would function/sign as Ex-Officio Special Secretary or Additional Secretary as per their seniority. The files would be sent to the concerned Administrative Secretary of the department. The Administrative Secretary would either dispose of the file at his level or would further submit it to the Advisor if needed as in accordance with the Business Rules in vogue and the file/ correspondence shall be disposed accordingly.
2. The above circular instructions are brought to the notice of all Administrative Secretaries/ Directors/ Head of Departments for compliance in letter and spirit in their department as well as subordinates offices.

This issues with the approval of competent authority.


18.12.19
(Sonam Chosdon)

Under Sectary
General Administration Department
Dated:- 18-12-2019

NO: LA/(Circular)UTL/2019(01)

Copy to the

1. Secretary/ Divisional Commissioner, Ladakh.
2. Deputy Commissioner/CEO, LAHDC, Leh/Kargil, with the direction to bring it to the notice of all the Head of the Department/ Head of the Offices functioning under their administrative control for strict compliance.
3. OSD to Hon'ble Lieutenant Governor, for information of Hon'ble Lt. Governor, Union Territory of Ladakh.
4. OSD to Advisor for kind information of the Advisor to the Hon'ble Lieutenant Governor
5. Private Secretary to Hon'ble Chief Executive Councilor, LAHDC, Leh/Kargil for information of Hon'ble CEC.
6. Private Secretary to Hon'ble Member Parliament, Ladakh for information of Hon'ble MP.
7. PA to Commissioner Secretary, GAD for kind information of Commission Secretary GAD.
8. Assistant Director Information, Leh/Kargil with the direction to give wide publicity of the order.
9. Incharge website NIC, UT Ladakh for uploading on the website.
10. Circular File.