



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT**

Civil Secretariat, Ladakh

Phone No. 01982 - 257561 (O), Fax No. 257435, E.mail: comsecyutladakh@gmail.com

Subject: COVID-19- Opening of all offices in the Union Territory of Ladakh, thereof.

Reference: Order No.40- 3/ 2020-DM-I (A) dated:14th and 15th April 2020 read with guidelines issued by Ministry of Home Affairs, Govt. of India.

Order No: 25-LA (GAD) of 2020

Dated:-18 /04/ 2020

Whereas pursuant to a decision to continue imposition of lockdown measures with exemptions for containment of COVID-19 in the country, vide Order No.40-3/2020-DM-I(A) dated:14th and 15th April 2020 instructions/ guidelines have been issued by the Ministry of Home Affairs, Government of India.

2. Whereas after 20th April 2020, certain exemptions have been allowed and selected activities permitted by States/ UTs based on strict compliance to the existing guidelines .
3. Whereas in pursuance to aforesaid order of MHA, GoI and in continuation to this departments order issued vide endorsement No.LA(Covid-19)UTL/2020, dated:24th March 2020, the Administration of UT Ladakh, after assessing the prevailing situation is satisfied that all offices be operationalized without diluting the Standing Operating Procedures (SOPs) on social distancing.
4. Whereas for smooth functioning of the Government Offices and to mitigate hardship to the public with utmost compliance to the preventive measures/ consolidated guidelines on social distancing, the Administration hereby orders as below:-
 - i. That all offices in UT Ladakh shall be opened **w.e.f. 20th April 2020** and the Deputy Commissioners/ Directors/ Head of the Departments shall ensure the same.
 - ii. Deputy Commissioners/ Directors/ Head of the Departments shall draw up a list of staff that are absolutely necessary to carry out services in the department.
 - iii. It shall be the responsibility of the Deputy Commissioners/ Directors/HoDs to ensure that proper sanitization/ cleaning of the offices are carried on consistent basis prior to opening of the offices.
 - iv. The Deputy Commissioners/Director/HoDs shall issue instructions to the employees for mandatory wearing of mask and carrying their own hand sanitizer (Alcohol abased) without any exemption. Further adequate running water/soap be made available in the wash rooms and at the entry and exit points of the office premises.
 - v. Moreover the entry of visitors/general public be restricted to the maximum extent and only those visitors who have proper permission of the Deputy Commissioners/ Directors/HoDs/Officer who they want to meet, should be allowed after being properly screened.
 - vi. Meetings, as far as feasible, should be done through video conferencing and all non-essential official travel be avoided.
 - vi. The Deputy Commissioners/Directors/HoDs may advise all the officials attending the office to observe all advisories of the Ministry of Health & Family Welfare, GoI.

5. These instructions shall however not be applicable to the offices and employees engaged in essential/ emergency services and those directly engaged in taking measures to control spread of COVID-19.

6. The ibid instructions are hereby notified for strict compliance which shall be applicable w.e.f. 20th April 2020 and will remain in force till further orders

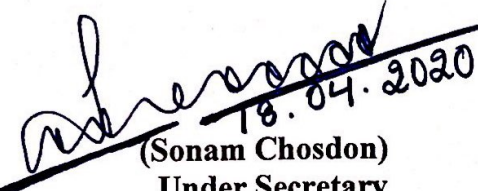
This issues with the approval of the Competent Authority.

Sd/-
(Rigzian Sampheal) IAS
Commissioner/Secretary
General Administration Department
Dated: 18.04.2020

No:- LA/GAD(Order)UTL/2019(01)

Copy to the:

1. Divisional Commissioner UT Ladakh.
2. Inspector General of Police, Ladakh.
3. Deputy Commissioners/CEOs, LAHDCs, Leh/ Kargil.
4. All Directors/ HoDs, UT Ladakh.
5. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lt. Governor.
6. OSD to Advisor for information of Advisor to Hon'ble Lieutenant Governor.
7. OSD to Secretary for information of Secretary Ladakh.
8. Private Secretary to Hon'ble Chief Executive Councilor, LAHDC, Leh/Kargil for information of the Hon'ble CECs.
9. Assistant Director Information, Leh/Kargil who shall ensure wide publicity in all mediums of information.
10. Incharge NIC, UT Ladakh for uploading on UT website.
11. Office file/ order file.


18.04.2020
(Sonam Chosdon)
Under Secretary
General Administration Department