



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat UT Ladakh**

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Subject: Communicating / transacting official business with the Ministries/ departments in the Government of India- procedure thereof.

Order No. 37 -LA-(GAD) of 2020

Dated: 30 /05/2020.

Whereas in contravention of Circular No. 02, dated: 18th December 2019, issued by General Administration Department, Ladakh, several instances have come to the notice of the Administration whereby the Head of the Departments have not adhered to the channel of submission of official correspondence / files. In such cases the officers have directly communicated with the Ministries / departments in the Government of India without prior approval of the concerned Administrative Secretaries.

2. As the overall aim is to evolve and streamline process management in offices, therefore it is once again impressed upon all concerned Head of the Departments **to route / seek prior approval of the concerned Administrative Secretaries** on all such issues / official correspondences pertaining to the Ministries / departments in the Government of India.

3. Any contravention of aforesaid instructions shall be viewed seriously and defaulting officers shall have to explain their positions, accordingly under rules.

This issues with the approval of competent authority.

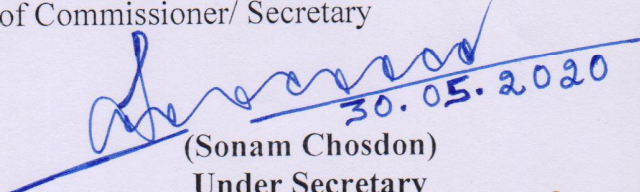
Sd/-
**(Rigzian Sampheal) IAS
Commissioner/ Secretary
General Administration Department**

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

Date: 30 /05/2020

Copy to the:-

1. Deputy Commissioner/CEO, LAHDCs Leh/ Kargil.
2. All Directors, Ladakh.
3. OSD to Hon'ble Lt. Governor, for information of Hon'ble Lt. Governor.
4. OSD to Advisor for information of Advisor to Hon'ble Lt. Governor.
5. OSD to Secretary/Divisional Commissioner for information of Secretary Ladakh.
- ✓ 6. District Informatics Officer, NIC, Ladakh for uploading on the UT Website.
7. Private Secretary to Hon'ble CECs, LAHDCs for information of Hon'ble CECs.
8. OSD to Commissioner/ Secretary for information of Commissioner/ Secretary GAD.
9. Order file / Office file.


**(Sonam Chosdon)
Under Secretary
General Administration Department**