



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, Ladakh
Email ID: gadutladakh@gmail.com

Subject:-Training on Capacity Building of officers/officials of Civil Secretariat on noting and drafting skills.

**Circular No:- 14-LA (GAD) of 2020
Dated:- 07-11- 2020**

A two days virtual training programme on above subject is scheduled to be conducted for the officers and officials working in the Civil Secretariat, Ladakh. The sessions would be held only in the forenoon from 9.15-13.30 hours on 12th and 13th November, 2020.

2. The training shall be imparted by Shri K.S. Samarendra Nath, Former Director, Ministry of Steel and Former Joint Director (FM&FTP) & Faculty Member, ISTM, DoPT.
3. Accordingly all the Administrative Secretaries are requested to depute and furnish the particulars of one Under Secretary/ Deputy Secretary level officer and 02 officials each from your departments by 9th November, 2020. The specific details of the training session shall be shared in due course of time after confirmation from the resource person/ Master trainer.
4. The venue of the training shall be VC Room, Ground Floor, Civil Secretariat, Ladakh. Mr. Phunchok Paldan, Technical Director, NIC shall ensure to connect the Civil Secretariat and the Master Trainer through video conferencing.

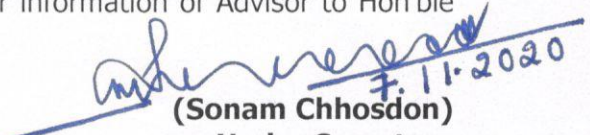
Sd/-
(Ajeet Kumar Sahu)IAS
Commissioner/Secretary
General Administration Department
Dated:07-11-2020

No.LA(Circular) UTL/2019(01)

To :- All Administrative Secretaries

Copy also to:-

1. Shri K S. Samarendra Nath, Former Director, Ministry of Steel & Faculty Member, ISTM, DoPT. He is requested to intimate the specific details of topics to be covered in training session and the rate of honorarium to be charged for the same.
2. Mr. Phunchok Paldan District Informatics Officer, NIC, Ladakh for uploading on the UT Website and ensuring connectivity throughout the training session as above.
3. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
4. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.
5. Circular/ office File.


(Sonam Chhosdon)
Under Secretary
General Administration Department