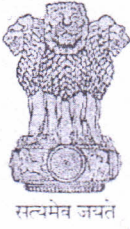


1/2/2020



THE ADMINISTRATION OF UNION
TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT

Civil Secretariat, Ladakh
Email ID: gadutladakh@gmail.com

Subject: Implementation of e-Office in the Secretariat of UT Administration of Ladakh

Circular No:-15-LA (GAD) of 2020

Dated:- 11- 11 - 2020

UT administration of Ladakh has launched the e-Office solution for conducting official work in the UT Secretariat as well as in Directorate/HoD offices. All the officers and staff has to completely move to the new system within next three months. E- office account of each and every employee has been created by IT department. For getting the login ID and Password details of employees of their respective departments, Administrative Secretary/HoD are required to coordinate with IT Department.

2. For smooth implementation of e-Office solution in the UT administration, following instructions are issued for compliance by all concerned:

- i) existing receipt and dispatch sections shall be converted into Central Receipt Units (CRU) as per guidelines of e-Office;
- ii) henceforth all receipt/dak should be uploaded on e-Office platform by central receipt unit(CRU) on daily basis;
- iii) after scanning and uploading of receipt/dak on the e-office platform, the dak in original shall be kept in safe custody by putting the office receipts serial number on every dak by the CRU. Every concerned supervisory officer shall ensure and make required arrangements for safe custody of the original documents;

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iv) henceforth all dak shall be put up to the concerned officer on e-office platform only;

v) all new files shall be opened in e-Office only. Gradually all the ongoing/closed file should be moved to the e-Office platform and the process must be completed by or before 31st of January 2021;

vi) no physical file should be encouraged or accepted except the exempted list of files to be notified by the GAD;

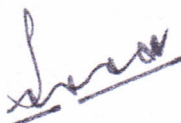
vii) while transferring the existing physical file on e-Office, proper weeding out of unnecessary papers must be made with the approval of the concerned administrative Secretary/HOD. Besides after moving the existing physical file on e-Office, a certificate must be recorded by the concerned section officer/supervisory officer on the note sheet of the newly opened e-file regarding correctness and authenticity of the documents uploaded.

The said certificate shall be countersigned by the concerned Administrative Secretaries/HOD concerned on e-file;

viii) IT department shall separately notify help desk contact details for handholding and other support to employees for smooth transition from physical file system to e-Office system. The IT department shall also conduct orientation/refresher training for the employees on regular basis for their capacity building;

ix) every Administrative Secretary shall monitor the progress of the e-office implementation in their respective departments by generating weekly/fortnightly/monthly reports of movement as well as pendency of receipts and files. A monthly status report in this regard should also be forwarded by IT department for placing it to the information of the authorities;

x) GAD will circulate templates of government orders, office orders, U.O. notes, circulars and formal letters to be used on e- office platform for the purpose of uniformity and standardization.



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The said templates shall be followed by every employee in preparing documents on e-office;

xi) manual of e-office can be accessed on <https://docs.eoffice.gov.in/eFileMU.pdf> for any clarification and assistance in using the e-Office system.

Issued with the approval of the competent authority.

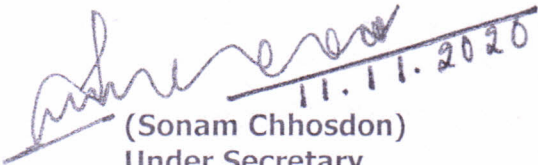
**Sd/-
(Ajeet Kumar Sahu)IAS
Commissioner/Secretary
General Administration Department**

To

All Administrative Secretaries/IGP Ladakh/ Deputy Commissioners/ Directors/ Head of the Departments, Registrar UoL, Union Territory of Ladakh.

Copy to the:-

1. District Informatics Officer, NIC, Ladakh for uploading in the UT Website.
2. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
3. OSD to Advisor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.
4. Assistant Director, Information for wide dissemination in all mediums of information.
5. Private Secretary to Hon'ble Chief Executive Councilor, LAHDC, Leh/Kargil for information of Hon'ble CEC.
6. Circular/ office File.


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