



**THE ADMINISTRATION OF THE UNION TERRITORY OF LADAKH**  
**Office of the Commissioner/Secretary (R.S)**  
**Civil Secretariat, UT- Ladakh**

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

**CIRCULAR**

It is impressed upon all the Directors/HoDs under the Administrative Control of Commissioner/Secretary (RS) to implement the new system of e-office in their Directorate and Department and ensure to opened all new files in e-office system w.e.f 1<sup>st</sup> of December 2020. No physical files would be accepted from the above date.

All the Directors/HoDs are required to coordinate with IT Department for getting their Login ID and Password of each and every employees of their Directorate/Department.

All Directors/HoDs shall submit the progress of e-office implementation in their respective Directorate/Departments by submitting weekly/fortnightly/monthly report of movements as well as pendency of receipt and files to I.T Department under an intimation to this office.

As per GAD circular No. 15-LA(GAD) of 2020 dated: 11-11-2020, all old files /ongoing files/closed file should be moved to the e-office platform by or before 31<sup>st</sup> of January 2021 and proper weeding out be made and the certificate shall be countersigned.

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.

**-Sd/-**

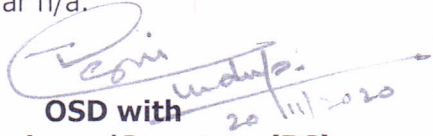
**(Rigzian Sampheal)IAS**  
**Commissioner/Secretary (R.S)**  
**UT-Ladakh**

No: LA(O)UTL/2020(06)/4625-34

Dated: 20-11-2020

Copy to the :-

1. All Director/HoDs \_\_\_\_\_ for information and necessary action.
2. Technical Director, NIC Leh for information with the request to upload the circular on UT Website.
3. Sr. Accounts Officer with Commissioner/Secretary (RS) for inf. and similar n/a.
4. Deputy Secretary with Commissioner/Secretary (RS) for inf. and similar n/a.
5. OSD with Secretary, Information & Technology UT-Ladakh for kind information of the Secretary, IT.
6. Under Secretary, GAD UT-Ladakh for information.
7. Under Secretary, (MS) and under Secretary (DG) for information and similar n/a.
8. Deputy Director (Planning) with Commissioner/Secretary (RS) for inf. and similar n/a.
9. AAO, Commissioner/Secretary (RS) for inf. and similar n/a.
10. Section Officer, Commissioner/Secretary (RS) for inf. and similar n/a.

  
**OSD with**  
**Commissioner/Secretary (RS)**  
**UT-Ladakh**