

1/34/2020



F.No.LA/GAD(Office-Decorum)UTL/2020(04)  
**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**GENERAL ADMINISTRATION DEPARTMENT**  
E-mail Id: gadutladakh@gmail.com

Civil Secretariat, UT Ladakh

Dated 08.12.2020

**Subject: Office Timing, regulation of attendance, punctuality and observance of office decorum in Civil Secretariat, Ladakh-instructions thereof.**

**Order No :115-LA(GAD) of 2020**

**Dated: 08.12.2020**

For smooth functioning of the Secretariat of UT of Ladakh, the following instructions are issued for strict adherence by all the officers/staff:

**1. OFFICE HOUR :**

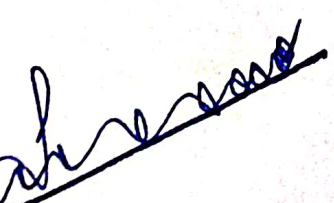
- i) The normal hours of attendance for the employees posted in Secretariat would be 10:00 AM to 6:00 PM with half an Hour lunch interval from 1:00 PM to 1:30 PM.
- ii) The Secretariat will remain closed on Saturdays and Sundays. However, any officer or member of the staff may be required to work beyond office hours as per the exigencies of work.
- iii) All officers and the members of the staff are expected to be punctual and be present in his/her seat by 10:00 AM unless special permission for late attendance has been obtained from their supervisory officer. The IT department shall make immediate arrangements for putting in place a digital attendance system using facial recognition or any other suitable biometric technology. However, till such arrangement is made the concerned Deputy Secretary/Under Secretary/ OSD would be responsible for ensuring attendance of staff under their supervision and submit weekly attendance report to their respective Administrative Secretary.
- iv) Half day casual leave shall be deducted from the Government servants casual leave account for each day's late attendance. Late attendance upto an hour on not more than two occasions in a month may be permitted by the competent authority if he is satisfied that it is due to un-avoidable reasons.
- v) Half day casual leave in the forenoon or afternoon may be allowed to a Government servant on a prior application. However this exception shall not be made a practice.
- vi) At the end of every month the concerned Administrative Secretary shall put up the monthly leave/ absence report of each employee under their supervision with details of habitual latecomers/ absentees alongwith action taken to General Administration Department.

2. All officers/ staff shall ensure their availability over phone during Saturday/ Sunday and holidays and they must always remain available on mobile phone/ landline.

**3. LEAVE**

- i) In case of leave of any kind for private purposes (i.e leave other than leave on medical certificate) the written application should be submitted atleast one week in advance to the concerned Administrative Secretary before the date of commencement of leave.
- ii) In case of leave on medical grounds the application shall be accompanied by medical certificate from the competent medical authority as prescribed in Rule (19) J&K Civil Services (Leave) Rules, 1979 stating as clearly as possible the nature of illness, period of rest advised and leave required.
- iii) The leave address and contact number during absence from office must be indicated in all leave applications.
- iv) All leave applications from staff/ officers shall be submitted through the concerned supervisory officers (DS/US/OSD) who will record his/ her remarks with due regard to the condition of work and number of persons already on leave in the section. The supervisory officer shall also state his/her proposal for carrying on the work of applicant during his/her absence and will also verify feasibility of the leave applied and submit the application to the concerned Administrative Secretary to sanction the leave. The order passed on application for leave will be issued in the form of an Office order and one copy thereof must be submitted to the concerned DDO/ Sr. Accounts Officer (SAO) for record and preparing the leave account.
- v) DDOs to ensure the physical presence and attendance of the officials before drawing their salaries and a certificate must be recorded on the bills and a copy thereof by endorsed to the concerned Administrative Secretary.

**4. OBSERVANCE OF PROPER DECORUM**

- i) No officer/staff member should indulge in smoking and use of Tobacco within the Secretariat Complex.
  - ii) Officers/staff should avoid sitting idle or loitering in the corridors of the office including during lunch hours.
  - iii) Officers/staff are required to dress in an appropriate manner suitable to the office environment. All the staff members are expected to be neat and tidy.
  - iv) Staff should be courteous, sober and well behaved at all times. Offensive and unhygienic habits shall be considered as misconduct.
  - v) Furniture, papers, registers, files and other articles in the office/sections should be kept neatly and in orderly manner. Waste paper should be placed in proper receptacle provided for the purpose.
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- vi) At close of work each official shall keep his papers, registers and file etc. in the cupboard or rack allotted for the purpose before leaving the office and he/she should also switch off the computer, printers and other electronic/ electronic equipments etc. for ensuing safety of the equipment.
- vii) Important files and papers must be kept in proper lock and key. The duplicate key of each cupboard and table should be in the custody of the concerned supervisory officer (DS/US/OSD) to facilitate access to important papers when the official is absent.
- viii) Every official concerned shall be responsible for general cleanliness of their rooms and work station in their respective charge.
- ix) Concerned supervisory officer shall be responsible for ensuring that all the electric, electronic equipments is used with utmost care and wastage of electricity or water should be avoided.
- x) No officer/ official shall take part or be associated, subscribe or show inclination towards any political party and engage itself in any manner in canvassing during the elections. Every official shall maintain political neutrality at all times.

All the officials are hereby directed to adhere the above instructions in letter and spirit without any fail and any violation thereof shall be considered as misconduct under the conduct Rules.

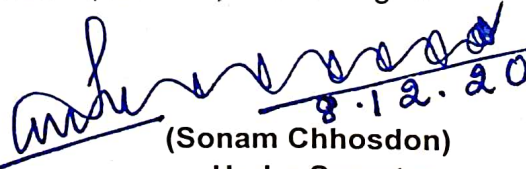
**By order of Lieutenant Governor Ladakh.**

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

**To All Administrative Secretaries**  
**Civil Secretariat, Ladakh**

Copy also to the:

1. Inspector General of Police Ladakh.
2. Deputy Commissioner/CEO, LAHDC, Leh/Kargil.
3. All the Directors/Chief Engineers/Registrar, University of Ladakh.
4. Deputy Director, Information Department, Ladakh for wide dissemination in all mediums of information.
- ✓ 5. District Informatics Officer, NIC Ladakh for uploading on UT Ladakh website.
6. OSD to Hon'ble Lt. Governor for information of Hon'ble Lt. Governor, Ladakh.
7. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor.
8. OSD/ Private Secretary to Hon'ble Chief Executive Councilors, LAHDC, Leh & Kargil for information of Hon'ble CECs.
9. Office/ Order/ e-office file.

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

8.12.2020