



I/47/2020

F. No. LA/CB-Training/UTL/2020(08)
THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
E.mail ID: gadutladakh@gmail.com

Civil Secretariat Ladakh

Date:-18.12.2020

Subject:- Training on Capacity Building for officers/officials .

Circular No:- 18-LA (GAD) of 2020

Dated:- 18-12-2020

A virtual training programme on capacity building is scheduled to be conducted for the officers and officials working in the Civil Secretariat, Ladakh on 21-22th December 2020 (forenoon on both days).

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.

Accordingly, the list of officers/officials participating in the two days virtual training and workshop is enclosed herewith. In addition, the copy of reference/study material on noting and drafting is also enclosed for circulation among all the participants.

The venue of the training shall be NIELIT Leh, Secretariat Complex, Ladakh. Mr. Phuntsog Toldhan, Deputy Director, NIELIT is requested to ensure availability of space and to connect the NIELIT and the Master Trainer through video conferencing for the said training.

Ms. Stanzin Sedol, IT Consultant is also directed to extend technical assistance and co-ordinate with NIELIT, as required.

By order of competent authority.

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

To :- All Administrative Secretaries

Copy also to:-

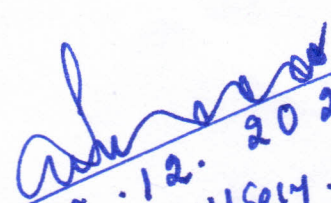
1. Shri K S. Samarendra Nath, Former Director, Ministry of Steel & Faculty Member, ISTM, DoPT.
2. Mr. Phuntsog Toldhan, Deputy Director, NIELIT, Leh for ensuring as above.
3. District Informatics Officer, NIC, Ladakh for uploading on the UT Website.

Ajeet Kumar Sahu
18-12-2020

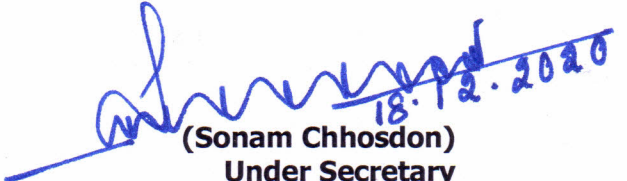
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List of officers/officials participating in the two days virtual training and workshop on noting and drafting skills.

S.No.	Name	Designation
Office of the Advisor to Hon'ble Lt. Governor		
1.	Mohd Taqi	Under Secretary
2.	Stanzin Deldan	Junior Assistant
3.	Tundup Namgal	Junior Assistant
4.	Tsering Lamo	Junior Assistant
Office of the Secretary/Divisional commissioner		
5.	Delax Namgal	Under Secretary
6.	Abid Hussain	OSD
7.	Nazia Qadir	Junior Assistant
8.	Johar Ali	Jr. Statistical Assistant
9.	Gulam Mohd	Jr. Statistical Assistant
10.	Dechen Yangdol	
Office of commissioner/Secretary Ajeet Kumar Sahu		
11.	Mr. Chewing Rinchan	Head Assistant
12.	Tsering Dolker	Senior Assistant
13.	Stanzin Paljor	Junior Assistant
14.	Mohd Akbar	Junior Assistant
15.	Stanzing Jamgyang	Junior Assistant
16.	Richal Nilza	Junior Assistant
Office of Commissioner/secretary Mr. Rigzian Sampheal		
17.	Stanzin Donsal	Senior Account Officer
18.	Jigjet Gyalpo	Section Officer
19.	Phuntsog Dolma	Junior Assistant
20.	Stanzin Chorol	Junior Assistant
21.	Tsetan Yangzes	Junior Assistant
22.	Batul Bano	Junior Assistant
Office of Commissioner/Secretary Mr. Ravinder Kumar		
23.	Dr. Stanzin Thakchos	OSD
24.	Imran Ali	Jr. Statistical Assistant
25.	Anwar Hussain	Computer Assistant


18.12.2020
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4. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
5. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.
6. Ms. Stanzin Sedol, IT consultant for compliance.
7. Circular/ office File.


(Sonam Chhosdon)
Under Secretary
General Administration Department

18.12.2020