



I/188/2021

F. No. LA/GAD(circular)UTL/2019(01)
THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
E.mail ID: gadutladakh@gmail .com

Civil Secretariat Ladakh

Dated:-01.03.2021

Subject:-Unauthorized communication of information by Government employees; adherence to conduct rules thereof.

Circular No:- 04-LA (GAD) of 2021

Dated:- 01-03-2021

Whereas Rule 12 of the J&K Employees Conduct Rules, 1971 stipulates as below:-

"Unauthorized communication of information:-

No government employee shall, except in accordance with any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any Government employee or any other person to whom he is not authorized to communicate such document or information".

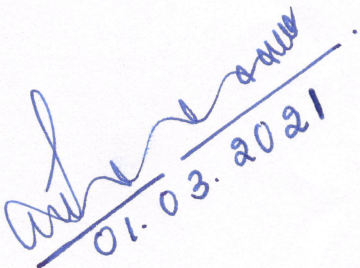
2. Whereas the government employees should recognize that they have responsibilities under the applicable rules of professional conduct and are not limited to conduct in office only but also includes internet or electronic communication but rather apply to any public communication, whether written or oral.

3. Whereas, any violation of aforesaid conduct rules may lead to departmental action and the penalties provided in rule 30 of J&K CCA Rules 1956 may for good and sufficient reason be imposed upon government employees of a service ranging from censure to dismissal from service.

4. Whereas, vide circular No. 08-LA(GAD) of 2020 dated:- 23.09.2020 issued by GAD, Ladakh, all government employees have been impressed upon to observe the conduct rules in letter and spirit and do nothing which is unbecoming of a public servant. Moreover all Head of Department have to ensure taking prompt action on any such violation of conduct rules.

5. Whereas, instances have come to the notice of the Administration that there has been an increasing trend among government functionaries regarding dissemination of official information without due approval and unauthorized access is being provided to non-government functionaries.

6. Therefore, in view of above to place a check on unauthorized information flow and communication of official document or any part thereof to whom he/she is not authorized to communicate.


01.03.2021

The following instructions are reiterated for adherence by all government employees, contravention of which shall invite strict disciplinary action-

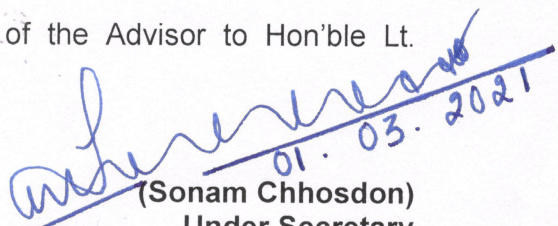
- i. All officers both in the Civil Secretariat and line departments shall necessarily prepare their own official stamps mentioning their names and designations while endorsing note/proposal/ official communications and important dak.
- ii. Employees must avoid stating, implying, or creating the impression that they are communicating in an official capacity on behalf of the department in their personal social media activities, thereby avoid creating unwanted issues for the administration.
- iii. Employees directly or indirectly will not publish post or release any information on any platform of media that is confidential, not public, or any official document or any part thereof or information to any government employees or any other person to whom he is not authorized to communicate such document or information.
- iv. The official accounts of the departments should be secured and gradually all departments must move towards opening their mail accounts on government approved mail addresses. The access to such official media accounts should be restricted to the authorized officials only.
- v. The Under Secretaries/Deputy Secretaries/OSDs/Supervisory Officers in field/Directors/Deputy Commissioners shall personally supervise all such dissemination (receipt & dispatch) of official information or shall be held personally liable for any such unauthorized sharing/communication of information under rules.

By order of Lt. Governor Ladakh.

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

Copy to the:-

1. All Administrative Secretaries, Ladakh.
2. Additional Director General of Police, Ladakh.
3. Secretary, Information Department, Ladakh with the request to disseminate in all mediums of information.
4. Deputy Commissioner/CEO, LAHDC, Leh/Kargil.
5. All Directors/ Chief Engineers, Registrar, UoL, Ladakh.
- ✓ 6. District Informatics Officer, NIC, Ladakh for uploading on the UT website.
7. OSD to Hon'ble Lt. Governor, for information of the Hon'ble Lt. Governor, Ladakh.
8. OSD/Private Secretary to Hon'ble Chairman/ CEC, LAHDCs Leh & Kargil for information of the Hon'ble CECs.
9. Private Secretary to Advisor for information of the Advisor to Hon'ble Lt. Governor Ladakh.
10. Office/circular/e-office file.


(Sonam Chhosdon)
Under Secretary
General Administration Department