



F.No:-LA/GAD(e-office)UTL/2020(07)  
THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
GENERAL ADMINISTRATION DEPARTMENT  
E-mail: gadutldakh@gmail.com

UT Secretariat, Ladakh  
Dated:-08-04-2021

**Subject: Status report on implementation of e-office in the Civil Secretariat, Ladakh.**

**OFFICE MEMORANDUM**

Vide this department's Circular No:15-LA(GAD) of 2020 dated:- 11.11.2020, instructions were issued for opening all new files on e-office only and gradually moving to e-office platform and completing the process by or before **31<sup>st</sup> January 2021**. It was also impressed upon all Administrative Secretaries to monitor the progress of the e-office implementation in their respective departments.

The undersigned is as such directed to enclose herewith copy of Statistical Report as generated from e-office portal regarding the status of implementation of e-office in the Civil Secretariat, UT Ladakh. Perusal of the enclosed report it is seen that almost 75% of the departments/ sections have created less than 50 files thus reflecting slow progress in completely boarding the e-office platform by the departments in Civil Secretariat.

All Administrative Secretaries are therefore requested to monitor the progress in their respective departments for expeditious transition to e-office system. It is also impressed upon all that no physical files, except the exempted categories to be notified by the General Administration Department, should be accepted after 15<sup>th</sup> April, 2021. Thereafter the particulars of the defaulting departments shall be placed before the authorities for appropriate action.

The Secretary, IT department is also requested to furnish a monthly status/progress report for perusal of higher authorities and conduct orientation/refresher training on e-office on regular basis for the capacity building of employees.

**Encl:-As Above**

  
(Sonam Chhosdon)  
Under Secretary  
General Administration Department

**All Administrative Secretaries  
UT Secretariat.**

**Copy to:**

1. All officers in the UT Secretariat (AS/DS/US/OSD) for compliance.
2. District Informatics officer, for uploading the OM on the UT website.
3. OSD to Hon'ble Lt. Governor, UT of Ladakh for information of Hon'ble Lt. Governor.
4. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor. Ladakh.

# FILE SUMMARY REPORT

Period : 05/04/2020 OU Status :

Nature : P/E

To

S.No.	Department(s)	Creat ed	Disposed				Parke d	Pendency at the End of the Period					Total Pendenc y	Total Pending Days
			Receive d	Closed	Forwar ded	Total		0 - 7 Days	8 - 15 Days	16 - 30 Days	31 - 60 Days	> 60 Days		
1	AC,HC & FC	2	0	0	0	0	0	2	0	0	0	0	2	8
2	ADV-LG	13	633	0	617	617	0	3	3	3	2	6	17	761
3	ASH&F	5	12	0	13	13	0	1	0	2	0	1	4	115
4	CA	4	2	0	2	2	0	0	0	0	0	4	4	292
5	COP	1	1	0	2	2	0	0	0	0	0	0	0	0
6	DMRR&R	0	4	0	0	0	0	0	0	4	0	0	4	64
7	ELECTION	6	24	0	25	25	0	0	1	4	1	0	6	154
8	ESTATES	6	37	2	36	38	1	0	0	2	0	1	3	121
9	F&CS, CA	1	6	0	6	6	1	0	0	0	0	0	0	0
10	FINANCE	34	316	0	310	310	0	5	9	13	6	8	41	1330
11	GAD	113	939	13	923	936	1	6	13	23	24	40	106	5465
12	H&ME	1	4	0	3	3	0	0	0	2	0	1	3	180

13	PRSNL SEC - COMM SECY	8	60	1	63	64	1	0	1	0	1	1	3	215
14	PRSNL SEC - COMM SECY B	5	5	0	6	6	0	0	0	0	0	3	3	333
15	H&P	16	105	2	102	104	5	3	2	4	0	1	10	186
16	HR EDU	51	269	0	276	276	0	9	5	10	14	5	43	1240
17	H&UD	25	117	0	121	121	0	1	2	11	7	2	23	736
18	I&C	6	24	0	28	28	0	0	0	0	0	2	2	154
19	ICDS	7	21	1	25	26	1	0	0	1	0	1	2	90
20	ICPS	8	85	0	92	92	0	0	0	2	3	1	6	238
21	I&FC	1	1	0	2	2	0	0	0	0	0	0	0	0
22	INFO	7	18	0	19	19	0	0	3	1	1	2	7	239
23	IT	32	137	0	143	143	5	0	0	0	8	15	23	1838
24	LAW	7	56	2	53	55	0	2	2	3	0	1	8	201
25	LG OFFICE	0	186	0	185	185	0	1	0	0	0	0	1	1
26	O/o LG	7	3	0	3	3	0	0	1	0	1	5	7	601
27	PD	11	30	0	31	31	0	4	0	5	0	1	10	198

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28	PD&M	13	67	2	66	68	4	1	0	1	0	8	10	723
29	PHE	8	58	0	58	58	0	0	0	0	5	2	7	437
30	PWD (R&B)	15	175	4	174	178	2	1	1	3	3	3	11	508
31	RD&PR	3	8	0	8	8	2	0	0	0	0	1	1	89
32	REVENUE	2	32	0	30	30	0	0	0	1	2	0	3	110
33	SED	152	1350	5	1360	1365	13	22	13	30	46	18	129	4258
34	S&TW	31	331	1	329	330	7	8	2	7	5	4	26	709
35	TE & SD	8	51	0	55	55	0	0	1	6	1	1	9	259
36	TOURISM & CULTURE	2	3	0	3	3	0	0	0	0	0	2	2	142
37	TRANSPORT	7	26	0	27	27	1	0	0	1	0	4	5	333
38	YS&S	1	2	0	2	2	0	0	0	0	0	1	1	81
39	LADAKH POLICE	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		619	5198	33	5198	5231	44	69	59	139	130	145	542	22409

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