



सत्यमेव जयते

F. No: -LA/GAD(e-office) UTL/2020(07)

**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT**

E-mail: gadutladakh@gmail.com

**UT Secretariat, Ladakh
Dated: 28.05-2021**

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

Circular No:10-LA(GAD) of 2021

Dated:-28.05.2021

Vide this department's Circular No:15-LA(GAD) of 2020 dated: 11.11.2020, instructions were issued for opening all new files only on e-office and gradually moving to e-office platform and completing the process by or before 31st January 2021. Subsequently, the timeline was extended till the 15th of April 2021(**copies enclosed**). It was impressed that no physical file has to be encouraged and that all Administrative Secretaries shall monitor the progress of the e-office implementation in their respective departments for expeditious and complete transition to e-office system. This has also become inevitable because of the spread of the Covid-19 pandemic.

If the Administrative Secretaries wish to continue movement of certain categories of files in physical form because of its bulky nature or otherwise they may submit the details to GAD for notifying the said files under exempted category.

However, despite aforesaid instructions many departments have yet to complete onboarding the e-office platform. All Administrative Secretaries are therefore enjoined upon to ensure the implementation of the above mentioned order in letter and spirit. The field officers i.e., Chief Engineers and Directors must also be brought on the e-Office platform without fail.

The Secretary, IT departments is also requested to furnish a monthly status/ progress report and redress all internet/ intranet related connectivity issues.

By order of the competent authority.

Sd/-

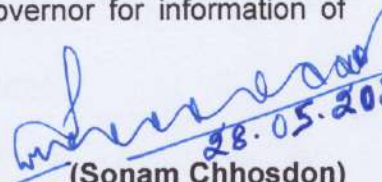
**(Ajeet Kumar Sahu), IAS
Commissioner/ Secretary
General Administration Department**

Copy to the:

1. All Administrative Secretaries, UT Ladakh.
2. Secretary, Information Technology Department, Ladakh.
3. Additional Director General of Police, Ladakh.

(Handwritten signature)
Under Secretary GAD
(Sonam)

4. Deputy Commissioners/ CEO, LAHDC, Leh & Kargil.
5. All Directors/ Head of Departments/ Registrar UoL, Ladakh.
6. All Officers posted/ deputed in UT Secretariat, Ladakh for strict compliance.
7. District Informatics Officer, NIC Ladakh for uploading on UT website.
8. OSD to Hon'ble Lt. Governor for information of Hon'ble Lt. Governor UT of Ladakh.
9. OSD/Private Secretary to Hon'ble Chairman/CEC LAHDCs Leh& Kargil for information of HCECs.
10. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor.
11. Office/ Order/ e-office file


28.05.2021
(Sonam Chhosdon)
Under Secretary
General Administration Department

1/2/2020



THE ADMINISTRATION OF UNION
TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, Ladakh
Email ID: gadutladakh@gmail.com

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

Circular No:-15-LA (GAD) of 2020

Dated:- 11- 11 - 2020

UT administration of Ladakh has launched the e-Office solution for conducting official work in the UT Secretariat as well as in Directorate/HoD offices. All the officers and staff has to completely move to the new system within next three months. E- office account of each and every employee has been created by IT department. For getting the login ID and Password details of employees of their respective departments, Administrative Secretary/HoD are required to coordinate with IT Department.

2. For smooth implementation of e-Office solution in the UT administration, following instructions are issued for compliance by all concerned:

- i) existing receipt and dispatch sections shall be converted into Central Receipt Units (CRU) as per guidelines of e-Office;
- ii) henceforth all receipt/dak should be uploaded on e-Office platform by central receipt unit(CRU) on daily basis;
- iii) after scanning and uploading of receipt/dak on the e-office platform, the dak in original shall be kept in safe custody by putting the office receipts serial number on every dak by the CRU. Every concerned supervisory officer shall ensure and make required arrangements for safe custody of the original documents;

Shivaram

1/2/2020

iv) henceforth all dak shall be put up to the concerned officer on e-office platform only;

v) all new files shall be opened in e-Office only. Gradually all the ongoing/closed file should be moved to the e-Office platform and the process must be completed by or before 31st of January 2021;

vi) no physical file should be encouraged or accepted except the exempted list of files to be notified by the GAD;

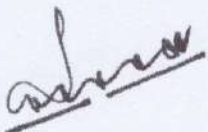
vii) while transferring the existing physical file on e-Office, proper weeding out of unnecessary papers must be made with the approval of the concerned administrative Secretary/HOD. Besides after moving the existing physical file on e-Office, a certificate must be recorded by the concerned section officer/supervisory officer on the note sheet of the newly opened e-file regarding correctness and authenticity of the documents uploaded.

The said certificate shall be countersigned by the concerned Administrative Secretaries/HOD concerned on e-file;

viii) IT department shall separately notify help desk contact details for handholding and other support to employees for smooth transition from physical file system to e-Office system. The IT department shall also conduct orientation/refresher training for the employees on regular basis for their capacity building;

ix) every Administrative Secretary shall monitor the progress of the e-office implementation in their respective departments by generating weekly/fortnightly/monthly reports of movement as well as pendency of receipts and files. A monthly status report in this regard should also be forwarded by IT department for placing it to the information of the authorities;

x) GAD will circulate templates of government orders, office orders, U.O. notes, circulars and formal letters to be used on e- office platform for the purpose of uniformity and standardization.

A handwritten signature in black ink, appearing to be 'Adnan', written over a horizontal line.

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The said templates shall be followed by every employee in preparing documents on e-office;

xi) 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.

**Issued with the approval of the Lieutenant Governor,
Ladakh.**

Sd/-

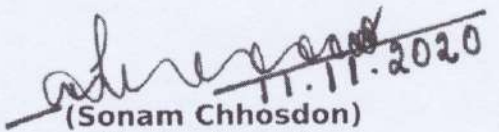
**(Ajeet Kumar Sahu)IAS
Commissioner/Secretary
General Administration Department**

To

**All Administrative Secretaries/IGP Ladakh/ Deputy Commissioners/
Directors/ Head of the Departments, Registrar UoL, Union Territory of
Ladakh.**

Copy to the:-

1. District Informatics Officer, NIC, Ladakh for uploading in the UT Website.
2. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
3. OSD to Advisor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.
4. Assistant Director, Information for wide dissemination in all mediums of information.
5. Private Secretary to Hon'ble Chief Executive Councilor, LAHDC, Leh/Kargil for information of Hon'ble CEC.
6. Circular/ office File.


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



ANNEXURE - II

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

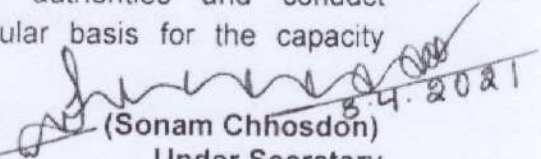
Vide this department's Circular No:15-LA(GAD) of 2020 dated:- 11.11.2020, instructions were issued for opening all new files on e-office only and gradually moving to e-office platform and completing the process by or before **31st January 2021**. It was also impressed upon all Administrative Secretaries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