

I/808/2021



F. No. LA/GAD(DRPSC)UTL/2020(03)
THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
E-mail : gadutladakh@gmail.com

UT Secretariat, Ladakh
Dated: 08.07.2021

Subject:- Tour Programme of the Second Sub-Committee of the Committee of Parliament on Official Language of the Central Govt. Offices located at Leh, Srinagar & Jammu from 10-07-2021 to 18-07-2021.

Reference: OM No. 11012/08/2021-Samiti-2 dated 01.07.2021 & 05-07-2021 from Committee of Parliament on Official Language.

Order No:122-LA(GAD) of 2021
Dated: 08-07-2021

The Second Sub-Committee of the Committee of Parliament on Official Language is scheduled to visit to Leh from 10-07-2021 to 14-07-2021. NHPC has been designated as Nodal Organization who shall be coordinating the visit and making all required arrangements for accommodation, transport and other protocol. Sh. Sanjeev Kumar, Sr. Manager (HR) Mob: 9971001787 has been designated as coordinator for the visit.

Sh. Shrikant Balasaheb Suse, IAS, Deputy Commissioner/CEO LAHDC Leh shall be the overall coordinator from UT Administration for conduct of smooth and hassle-free visit of the Parliamentary Committee and responsible for liaison with the Secretariat of Parliamentary Committee on Official Language and NHPC Ltd., Leh Ladakh.

Additional Director General of Police, Ladakh shall ensure proper security arrangements at all the venues & deployment of security with the delegates as per their security categories. A Nodal Officer shall be also deputed for co-ordination with the Police Department.

Dr. Motup Dorje, Chief Medical Officer, Leh shall provide necessary medical support with the committee and get the COVID-19 tests done of all the officers/officials to be deployed with the delegation.

Office Memorandum dated 1st and 5th July, 2021 and connected Annexures from Committee of Parliament on Official Language mentioning therein details of the tour program and arrangements thereof to be made by the government organizations is enclosed herewith for required action.

By order of the Competent Authority.

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

Copy also to :-

1. All Administrative Secretaries, UT Ladakh.
2. Additional Director General of Police, Ladakh.

Ajeet Kumar Sahu
8.07.2021

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3. Deputy Commissioner/CEO, LAHDC, Leh for necessary action.
4. Sh. Rajil Vyas, General Manager, NHPC, Nimmoo Bazgo Power Station, Leh, Ladakh. This is w.r.t. his letter dated 05.07.2021.
5. Dr. Rameshwar Lal Meena, Under Secretary, Committee of Parliament on Official Language.
6. Sh. Sanjeev Kumar, Sr. Manager, NHPC.
7. Dr. Motup Dorje, Chief Medical Officer, Leh.
8. District Informatics Officer, NIC Ladakh for uploading on UT website.
9. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor.
10. Order/e-office file.


(Sonam Chhosdon)
Under Secretary
General Administration Department

No. 11012/08/2021- Samiti-2
COMMITTEE OF PARLIAMENT ON OFFICIAL LANGUAGE
(SECOND SUB-COMMITTEE)

11, Teen Murti Marg,
New Delhi-110011
Dated: 01.07.2021

OFFICE MEMORANDUM

Sub: Tour Programme of the Second Sub-Committee of the Committee of Parliament on Official Language of the Central Govt. Offices located at Leh, Srinagar & Jammu from 10.07.2021 to 18.07.2021.

The undersigned is directed to inform that the Second Sub-Committee of Committee of Parliament on Official Language will inspect some of the Central Government offices/Undertakings located at Leh, Srinagar & Jammu from 10.07.2021 to 18.07.2021.

2. In this connection following documents are enclosed for action by the offices to be inspected:

- (1) Tour programme of the Second sub-Committee (**Annexure-1**)
- (2) List of members/officers of the Second sub-Committee (**Annexure-2**)
- (3) A copy of the supplementary Questionnaire (Training institute, Railway Station, All India Radio, DDK, Telecom Department and concerned Ministry/Department only) (**Annexure-3**)
- (4) Guidelines for the Administrative head of the office to be inspected (**Annexure-4**)
- (5) Guidelines regarding functions of coordinating officer and concerned Ministries/Departments (**Annexure-5**)

The Updated Inspection Questionnaire is available on Committee Website i.e. www.rajbhashasamiti.gov.in and www.rajbhasha.gov.in. It can be downloaded from the above mentioned websites for necessary action. **Information provided in old format will not be accepted.**

3. The Ministries/Departments concerned are requested to issue necessary instructions to the offices included in the inspection programme to make necessary arrangements to receive the Hon'ble Committee and to provide suitable facilities like boarding, lodging, transport and telecommunication etc. to the Committee during their visit **Leh, Srinagar & Jammu from 10.07.2021 to 18.07.2021**. Kindly intimate the same to the undersigned latest by **05.07.2021**. Accommodation may be so arranged that the Members as well as officers of the Committee are lodged in the same premises and preferably on the same floor. In this regard it is requested that while making the above mentioned necessary arrangements the compliance of orders issued by Ministry of Finance from time to time regarding austerity may be followed.

4. A mention of the Coordinating offices nominated by the Committee in various cities for making necessary arrangements for accommodation, transport etc. has been made in the enclosed inspection programme (**Annexure-1**) of the sub-committee at relevant places. The Ministries concerned are requested to issue necessary instructions to the concerned offices so that they could make all the above mentioned arrangements required for the Hon'ble members of the sub-Committee. In this connection, Coordinating Officers may follow the instructions enclosed (**Annexure-5**). Other Ministries/Departments are also requested to issue necessary instructions to the authorities concerned so that they give necessary cooperation to the coordinating officers in making such arrangements.

5. In connection with inspection of the offices located in **Leh, Srinagar & Jammu from 10.07.2021 to 18.07.2021**, suitable transport arrangements will be made by the concerned offices collectively.

6. Besides, it may be ensured that the administrative and other senior officers of the concerned offices and senior officers from their Headquarters and also a senior officer of the concerned Ministry/Department, **not below the level of Joint Secretary**, looking after the implementation of the official language policy remain present in the meeting so that the proceedings of the inspection programme could be conducted smoothly in a dignified manner keeping in view the status of the Committee. **If for some unavoidable reasons, it is not possible for the Joint Secretary to participate in the inspection programme, a request for exemption giving full reasons, may be sent to the Secretary (Committee) by 05.07.2021.**

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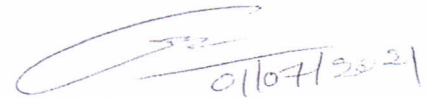
7. The Officers representing the Headquarters and the Ministry are also expected to bring all the files pertaining to the correspondence regarding implementation of Official Language Policy of the offices inspected with them.

8. The name, designation, residential address, office as well as residential telephone number, mobile number, fax number etc. of the officer nominated as liaison officer by the concerned Office may please be intimated to this office by 02.07.2021 positively. The liaison officer also should not be below the status of Deputy Secretary to the Government of India. In addition to this, a list officers participating in the meeting indicating the details of their name, designation and functions etc may also be sent to this office by 05.07.2021 positively.

9. The meetings of the sub-Committee may be held in the concerned offices where two inspection meetings are fixed in a day but in case of more than two inspection meetings those may be held at one of the offices included in the inspection programme keeping in view the convenience of the concerned offices and arrangements for the same will be made by one of the offices to be inspected on a particular day. The details regarding offices making such arrangements as also of the venue of the meetings date wise should be intimated to this Secretariat by coordinating officer by 05.07.2021.

10. 03 copy of the questionnaire (alongwith the questionnaire prescribed for Headquarter/Ministry) both in Hindi and English may be sent to the Committee's Secretariat by 06.07.2021 Positively by each office and the rest 16 copies should be handed over to the Officers of the Second Sub-Committee on their arrival at the station. The prescribed questionnaire may be sent alongwith the report after duly reviewed by the concerned Ministries/ Departments.

11. The receipt of this Office Memorandum may please be acknowledged and a copy of the instructions issued to the officers looking after the inspection programme of the Second sub-committee may be confirmed to the Secretariat of the Committee. This may be ensured to the Secretariat of the Committee at the earliest that necessary action as required has been taken.



(Dr. Rameshwar Lal Meena)
Under Secretary
Tel: 011-21411492

E-mail: us2ndsubcommittee@gmail.com

Encls: As above

To
All concerned Ministries/Departments/Headquarters/Offices