

**MOST URGENT**

F.No. LA/GAD(Apport-A&L)UTL/2019(01)  
**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**E-mail: [gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)**

UT Secretariat, Ladakh

Dated:- 03.09.2021

**Subject:- Apportionment and allocation of manpower to UT of Ladakh-verification of particulars including option exercised for serving in UT of Ladakh.**

**Ref:** Notification dated 2<sup>nd</sup> September, 2021 issued by GAD J&K under endorsement No. GAD-SERVOKAS/412/2021, dated: 02.09.2021.

**Circular No-12-LA(GAD)of 2021**  
**Dated:03.09.2021**

Whereas in terms of subsection 2 of Section 89 of the J&K Re-organization Act 2019 vide Notification dated: 2<sup>nd</sup> September 2021 issued by GAD, J&K the details of employees having opted to serve in the Union territory of Ladakh and the domicile employees of Ladakh having opted to serve in Union territory of J&K as Annexure A&B respectively have been notified on 2<sup>nd</sup> September 2021 by the Union territory of J&K.

Whereas pursuant to ibid notification all Administrative Departments have to verify these details to ensure that no employee is left out of the exercise of apportionment to Union territory of Ladakh.

Whereas the aforesaid verification includes intimation of any variation, grievance, change/ alteration required to be effected for consequent final apportionment and allocation of manpower between the two successor Union territories.

Whereas the ibid notification provides a timeline of 05 days for submission of representation by all employees to their respective Administrative Departments who shall verify the same and provide consolidated information as per proforma at Annexure 'C' (enclosed) to the Notification.

In view of the above all Administrative Secretaries are impressed upon to give wide circulation to the above notification issued by GAD J&K and submit requisite information including particulars of those employees who had exercised their option for UT of Ladakh however their names do not figure in the Annexure -A to ibid notification **by or before 6<sup>th</sup> September 2021 to GAD Ladakh** for onwards transmission to GAD, J&K by 7<sup>th</sup> September 2021.

*Adhikari*  
3.9.2021

The copy of ibid notification and google link for submission of above information may be accessed from the official website of Union territory of Ladakh. Matter may be treated as most urgent.

**By order of competent authority.**

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

**Copy to:**

1. All Administrative Secretaries, Union Territory of Ladakh.
2. Additional Director General of Police, Ladakh.
3. Deputy Commissioner/ CEO, LAHDC, Leh & Kargil for necessary action.
4. All Directors/HoDs/Registrar UOL/ Chief Engineers of Ladakh for **necessary action through their concerned Administrative Secretaries.**
- ✓ 5. District Informatics Officer, NIC Ladakh for uploading the circular on the Union territory website.
6. OSD to Hon'ble Lieutenant Governor, for information of the Hon'ble Lieutenant Governor, Union Territory of Ladakh.
7. Deputy Director, Information Department, Ladakh for wide dissemination.
8. Private Secretary to Advisor to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Advisor to Hon'ble Lt. Governor.
9. Circular/e-office file.

  
(Sonam Chhosdon)  
Under Secretary  
General Administration Department

## PROFORMA

Annexure-C to Notification dated 2<sup>nd</sup> September, 2021 issued by GAD, J&K

S.No.	Name of the Employees	Designation	Present place of posting	HoD	D.O.B.	Age as on 01.01.2021	Domicile District
1	2	3	4	5	6	7	8

Opted Union Territory	Reasons of representation	Whether name figuring in Annexure A/B	Change/ alteration recommended	Sr. No. in the Annexure A/B	Remarks (to also include the particulars of employees left out of Annexure A)
9	10	11	12	13	14