



F.No: LA/GAD(Rep-Ind)UTL/2020(04)

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

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UT Secretariat, Ladakh

Dated:-06.01.2022

**Minutes of Meeting**

**Subject: - Record Note of preparatory meeting chaired by Sh. Umang Narula, IAS, Advisor to Hon'ble Lieutenant Governor on 28-12-2021 to review the arrangements for 73<sup>rd</sup> Republic Day celebrations on 26<sup>th</sup> January 2022.**

**List of the participants is annexed**

Sh. Ajeet Kumar Sahu (IAS), Commissioner/ Secretary Ladakh formally welcomed the Advisor and other officers in the meeting.

At the outset and before the deliberations regarding the formal arrangement and delegation of duties, the Advisor directed that prescribed Covid appropriate behavior should be adhered to at all times for all functions to be held at District, Sub-Divisional Level/ Block Level, Panchayat Headquarters etc.

**After the deliberations the following decisions were taken-**

1. **Venue of the function:-** The main function of the 73<sup>rd</sup> Republic Day Celebrations in Ladakh shall be held in district Leh at the Polo Ground, Leh. Hon'ble LG Ladakh would unfurl the National Flag and take the salute at Leh. Divisional Commissioner Ladakh will supervise all arrangements for the function at Leh.

In Kargil the venue would be 'Khree Sultan Chow Stadium' and D.C Kargil will be responsible for making all arrangements.

GAD will put up proposal regarding the Chief Guest for District HQ\_Kargil and other sub district locations, for orders of Hon'ble LG.

**(Action by:- Commissioner/Secretary GAD/ Divisional Commissioner/ DC Kargil)**

2. The Advisor directed that the guidelines/ standard operating procedures issued by the concerned Ministries in Government of India (MHA, MoD & MoHFW) be adhered to at all times for the 73<sup>rd</sup> Republic Day celebrations at the different venues. The Deputy Commissioner shall issue formal orders regarding celebration of 73<sup>rd</sup> Republic Day at Sub Division/Tehsil/Block level as per the latest prescribed guidelines/ norms of Government of India.

**(Action by:- Commissioner/Secretary GAD/Divisional Commissioner/DC Leh & Kargil/SDMs/Tehsildars)**



3. **Programme:** - The tentative programme of the main function will be as follows:
- |   |            |
|---|------------|
| i) Flag hoisting and National Anthem (By Police Band) | 11.00 a.m  |
| ii) March Past (Police & Security Force)              | 11.15 a.m  |
| iii) Address by VIP                                   | 11.30 a.m  |
| iv) Cultural programme                                | 12.00 noon |
| v) Announcement of Prize winners                      | 12.30 p.m  |

GAD will seek formal approval of this programme timing.

**(Action by:- Commissioner/Secretary GAD)**

4. **Creation of pavilion:** - The pavilion at the venue shall be constructed by the Public Works (R&B) Department in consultation with Divisional Commissioner Ladakh and Ladakh Police. The Chief Engineer, PW (R&B) Department Leh shall ensure preparing an improved layout of the pavilion for celebrations befitting the UT function. The pavilion layout should be finalized after the joint/ advance recce by the Divisional Commissioner & DC Leh.

**(Action by ADGP/ Divisional Commissioner/ CE/ SE, PWD(R&B), Leh)**

5. **Security arrangement:-** ADGP Ladakh shall make foolproof security arrangements in an around the venue and shall draw a comprehensive security plan well in advance for the purpose. ADGP Ladakh shall also ensure that only invitees are allowed in the function with strict adherence to social distancing norms. The number of invitees shall be ascertained by the Divisional Commissioner.

Magistrates and officers on duty shall be deployed by Deputy Commissioner, Leh and Kargil as per past practice.

**(Action by-ADGP Ladakh/ Divisional Commissioner/DC Leh & Kargil).**

6. **Parade contingent:** -:01 parade contingent each by ITBP, CRPF, Ex-Service Men, NCC (above 18 years), Scouts & Guides, 02 contingent of Ladakh police (02; male and female contingent) shall participate in the march past.

**(Action by ADGP, Ladakh/ Armed Commandant)**

7. **Bands-**Only two bands of Ladakh Police and Army will participate in the Parade and the ADGP Ladakh shall ensure the rehearsals are held with strict observance of preventive measures of social distancing.

**(Action by-ADGP/Armed Commandant)**

8. **Illumination of Government Offices and uninterrupted power supply -** Power Development Department shall illuminate the Raj Niwas, LAHDC, Leh/Kargil complex, Civil Secretariat and other Government Offices, landmark buildings including major chowks etc. as per past practice. The I/c DRC, Resident Commission, (Ladakh), shall ensure illumination of Ladakh House at Delhi and Chandigarh. Secretary Culture will take up the lighting of Leh Palace with the ASI. Other offices shall also ensure illumination suitably to their respective office buildings.



The illumination shall be from 25<sup>th</sup> January 2022 to 29<sup>th</sup> Jan, 2022. PDD shall also ensure an uninterrupted power supply and for this purpose adequate DG sets and foolproof backup should be put in place.

**(Action by- Secretary Culture, Chief Engineer, PDD/ I/c DRC, RCO, New Delhi/All)**

9. **Refreshment for Dignitaries/Officers/Officials/belt forces-** The Hospitality and Protocol department shall arrange refreshments for the participating dignitaries in the pavilion and the Police and CRPF personnel participating in the function **after the Address by the Chief Guest.** The participants in the cultural programmes and the parade contingents shall also be served refreshments (fresh food, energy drinks/juices such as lemon & fruits) before/after the parade suitably. Considering that the parade contingent reaches to ground early in the morning and has to wait long for the function, packaged lemon water and bananas to be provided to them in morning on arrival. It must be ensured that no plastic bottles are used during the function and the refreshment being served in pavilion are fresh, warm and packed properly. The food items being served must be checked by the food inspector.

**(Action by- Jt. Director H&P Ladakh)**

10. **Public Address System (PAS) -** The Information Department shall arrange PAS and a senior officer should be made responsible to ensure proper functioning of the PAS during the main event. A backup(s) of the PAS shall be kept in place and tested in advance and the quality of the PAS should be improved including proper placement of the speakers.

**(Action by- Administrative Secretary, Information & Deputy Director/AD Information, Leh Ladakh)**

11. **Commentators-** Information Department shall arrange commentators for rehearsals and main function and furnish the names in advance to the office of Divisional Commissioner, Ladakh.

**(Action by- Administrative Secretary, Information Department, Ladakh)**

12. **Preparation of Invitation Cards-** Given the guidelines of the Government of India, participation in the function shall be by invitation only. The number of invitees shall be ascertained by the Divisional Commissioner and shall be restricted as per COVID guidelines. The Advisor, therefore directed that Divisional Commissioner should send invitation to eminent persons including elected representatives, armed forces personnel, Covid-19 warriors like doctors, health workers, sanitation workers, UT Ladakh State Awardees 2020 etc. as per the number which can be accommodated in the pavilions following social distancing norms.

The Divisional Commissioner shall entrust the responsibility of delivering the invitation card to a senior official. The Deputy Commissioner, Kargil was also instructed to ensure similar strict compliance with the COVID guidelines.

**(Action by- Div. Commissioner Ladakh/DC Kargil)**





13. **Speech-** The draft speech for Hon'ble Lt. Governor shall be prepared by Secretary to Hon'ble Lt. Governor after inputs are received from all departments by 7<sup>th</sup> January, 2022. A copy of the speech will be printed and distributed to the guests at the venue.

(Action by –Secretary to Hon'ble Lt. Governor)

14. **Reception Committee:-** The Divisional Commissioner, Ladakh shall constitute the reception committee for ensuring proper reception of the dignitaries.

(Action by: Divisional Commissioner Ladakh)

15. (A) **Seating arrangements:** - The DC, Leh and Joint Director, Hospitality and Protocol shall ensure availability of adequate Sofa Sets (without Shamiyana in case of clear weather) and decorations at the venue and finalize the seating plan strictly in conformity with the social distancing norms in close coordination with ADGP, Ladakh, Divisional Commissioner, Ladakh and CE PWD (R&B), Leh. It must also be ensured that the placement of podium does not cause obstruction to the dignitaries in viewing the function.

- (B) **Decoration:-** The Public Work Department in coordination with Police Department and Handloom/Handicraft Department shall ensure the flower and flag decoration at the venue and placement of podium with the flag.

- (C) **Nodal Officer:-** The Divisional Commissioner shall nominate Nodal Officer for supervision of various activities. One officer should be nominated for supervising arrangements and conduct of proceedings at the stage.

(Action by- ADGP/ Div. Com. Ladakh /DC, Leh/Jt. Director, H&P/ Chief Engineer (R&B))

16. **Air show by Indian Air Force:-** The Indian Air Force agreed to organize a flypast during the main function at Leh. DC, Leh shall arrange flower petals to be used by the Air Force in the flypast. An advance requisition shall be sent to the authorities in Air Force.

(Action by:- Divisional Commissioner/DC, Leh/Air force Commanding Officer)

17. **Arrangement of Dais and the National Flag-** The Chief Engineer, R&B will arrange the Dais. The National Flag will be arranged by DC, Leh and ADGP Ladakh will arrange trained persons to organize the unfurling of the National Flag. ADGP Ladakh will also make arrangements for security at the dais for the VVIP. A proper podium with the National Emblem/Flag will be arranged by DC Leh & CE PWD (R&B).

(Action by- ADGP, Ladakh /DC Leh /CE R&B)

18. **Traffic Arrangements-** ADGP, Ladakh shall identify parking places at the venue of function in consultation with Deputy Commissioner, Leh and ensure smooth arrangement in compliance of COVID-19 preventive measures.

(Action by ADGP Ladakh/DC, Leh)



19. **Ceremonial Jeep-** DC Leh and Ladakh Police shall arrange the ceremonial jeep for the Chief Guest.

(Action by- ADGP, Ladakh /DC Leh)

20. **Control Room:-** The SSP Leh shall set up a control room with representation from all forces well before the start of rehearsals and shall continue till the conclusion of the event.

(Action by: SSP Leh).

21. **Medical Facility:-** The Director, Health and Medical Education Department shall ensure small hand sanitizers, supplementary masks and setting up of Medical facilities at the venue of the function and also keep available required no. of Critical Care Ambulances fully equipped with medical teams. The DC, Leh shall install contactless sanitizers on sides of the pavilions. Arrangements will be made for Thermal Scanning of all guests/ participants. UT DRF Team shall assist in medical help with stretcher teams.

**RTPCR Testing-** The Director Health Services shall ensure conduct of RTPCR/Rapid Antigen Test (RAT) before the rehearsals and function and RTPCR Test of all participants in the parade contingents and cultural programmes. RAT shall be done for the Prize recipients on the same day.

(Action by- ADGP, DC, Leh/ DC Kargil and Director, Health Services, Ladakh)

22. **Barricading at Venue of function:-** The PWD (R&B) Dept. shall ensure erection of firm barricades around the venue in the consultation with ADGP, Ladakh. All entry and exit points will be finalized in line with the Covid-19 preventive measures.

(Action by:- ADGP Ladakh/ SE, PWD (R&B)

23. **Drinking Water:-** The PHE Department shall ensure availability of potable water at the venue and keep water tankers, water dispensers and paper cups on standby at the identified locations in consultation with Divisional Commissioner Ladakh.

(Action by:- Chief Engineer, PHE).

24. **Sanitation:-** The DC, Leh in coordination with Municipal Committee, Leh shall ensure cleanliness in and around the venue of function. Besides installation of Mobile Toilets, Municipal Committee Leh shall also ensure sanitation of all toilets in and around the venue.

The Administrative Secretary AH and MC Leh shall jointly take measures for checking dog menace inside the venue and EO, MC Leh shall be personally responsible for ensuring as above.

(Action by:- Adm. Secretary ASH Department DC, Leh/ EO Municipal Committee, Leh).

25. **Firefighting arrangement:-** The Fire and Emergency Services Department shall ensure availability of an adequate number of Fire Tenders at the venue of function.

(Action by:- ADGP, Ladakh)

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26. **Security Passes:-** The Divisional Commissioner, Ladakh shall furnish the list of VVIPs/ VIPs/ invitees/ employees/ persons to ADGP, Ladakh, well in advance and the invitation cards shall also be used as security passes after the list is confirmed by ADGP, Ladakh.

(Action by:- Divisional Commissioner, Ladakh/ ADGP Ladakh)

27. **Cultural Programme:-** The DC Leh/ Kargil/ Cultural Academy/ YSS Department/Information Department shall in view of COVID-19 guidelines conduct inter-school, inter-college debates virtually which should be centered around patriotic and nation-building themes as well as the themes identified for AKAM celebrations. The names of the winners of the said contests may be announced on the day of function by the DCs. Instructions issued by Ministry of Education, Govt. of India for conducting various programs must be adhered to.

The Secretary Culture Department shall ensure that Cultural Academy showcases a limited number of cultural items (05 maximum & band) with strict observance of social distancing.

(Action by: - Secretary Information/ Secretary Culture/ DC, Leh/Kargil/ Spl. Officer Culture Academy Leh& Kargil).

28. **Webcast:-** Due to the need for strict observance of Covid-19 related preventive measures, the Advisor directed the DC Leh that the entire function be webcast and adequate publicity be given in this regard well in advance.

**Live Telecast-** The DD and AIR Leh shall telecast live coverage of the event.

(Action by: - DIO, NIC/ Incharge officer Doordarshan Leh/AIR, Leh)

29. **Event wise Booklet:-** The Divisional Commissioner, Ladakh shall prepare of booklet giving details of the participating contingents etc. in the Republic Day functions for circulation to the Guests on the day of function.

(Action by :- Divisional Commissioner, Ladakh)

30. **Liaison Officers:-** The General Administration Department shall appoint the liaison/duty officers for the Republic Day, 2022 and place their services at the disposal of Divisional Commissioner, Ladakh.

(Action by:- Commissioner/Secretary, GAD/ Div. Com. Ladakh).

31. **Mementoes and State Awards:-** The Hospitality and Protocol Department, shall arrange mementoes to be given to the marching contingents during the function.

The names of the State Awardees 2021 shall also be announced. GAD shall provide the list of state award winners well in advance after approval of the competent authority.

(Action by- Div. Com. Ladakh/DC Leh/ DS GAD/A.D. Information, Leh).

32. **Overall coordination and Review:-** The Divisional Commissioner, Ladakh shall be responsible for overall coordination of the 73<sup>rd</sup> Republic Day Celebrations in coordination with the Armed Force/ Police/ other institutions.

(Action by Div. Com. Ladakh)





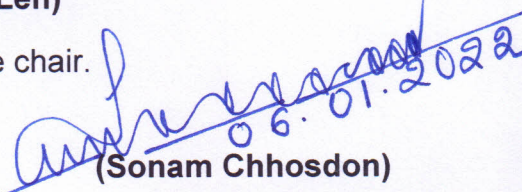
33. **At Home:-** The Secretary to Hon'ble Lt. Governor, Ladakh shall finalize the venue and list of invitees for the "At Home" function to be hoisted by the Hon'ble Lieutenant Governor, Ladakh.

**(Action by –Divisional Commissioner, Ladakh/ ADGP, Ladakh/ Secretary to Hon'ble Lt. Governor/ Joint Director H&P)**

34. The official logo of "Azadi Ka Amrit Mahotsav (AKAM) shall be used and prominently displayed and the recently published Branding Manual for AKAM will be strictly followed for the main function as well as functions at District and sub-District levels.

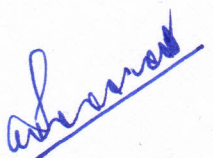
**(Action by-Divisional Commissioner/Secretary Information/ DC Leh& Kargil / A.D. Information, Leh)**

The meeting concluded with a vote of thanks to the chair.

  
(Sonam Chhosdon)  
Under Secretary  
General Administration Department

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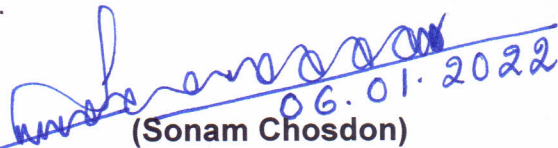
1. All Administrative Secretaries, UT Administration of Ladakh.
2. Additional Director General of Police, Ladakh.
3. Divisional Commissioner, Ladakh.
4. Secretary to Hon'ble Lt. Governor UT of Ladakh for information of Hon'ble Lt. Governor.
5. Deputy Commissioner/CEO, LAHDC, Leh/Kargil.
6. DIG, ITBP/ Station Commander, Indian Army, Leh.
7. Air Officer Commanding 21 Wing, Air Force Station, Leh.
8. Senior Superintendent of Police, Leh & Kargil.
9. All Directors/ Chief Engineers/ Registrar, UOL, Ladakh.
10. Director, Doordarshan & Station Director, AIR, Leh Ladakh.
11. District Informatics Officer, NIC, UT Ladakh for uploading on UT website.
12. Deputy Director/ Assistant Director, Information Department, Ladakh for wide dissemination in all mediums of information.
13. OSD/ Private Secretary to Hon'ble Chairman/Chief Executive Councilor, LAHDCs, Leh/Kargil for information of Hon'ble CEC's.
14. Private Secretary to Advisor to Hon'ble Lt. Governor for information of the Advisor to Hon'ble Lt. Governor Ladakh.
15. Private Secretary to Hon'ble Member of Parliament, UT Ladakh for information of Hon'ble Member Parliament.
16. E-office file.



**ANNEXURE**

**List of Participants present in the preparatory meeting chaired by Sh. Umang Narula, IAS, Advisor to Hon'ble Lieutenant Governor on 28.12.2021 to review the arrangements for 73<sup>rd</sup> Republic Day celebrations on 26<sup>th</sup> January 2022.**

1. Dr. Pawan Kotwal, IAS, Principal Secretary UT Administration of Ladakh.
2. Sh. S.S. Khandare, IPS, Additional Director General of Police, Ladakh.
3. Sh. Ajeet Kumar Sahu, IAS, Commissioner/Secretary, GAD.
4. Sh. Saugat Biswas, IAS, Divisional Commissioner, Ladakh.
5. Smt. Padma Angmo, IIS Secretary UT Administration of Ladakh.
6. Sh. Preet Pal Singh, IFS, Secretary Law Department.
7. Sh. K. Mehboob Ali Khan, IRS, Secretary UT Administration of Ladakh.
8. Sh. Ravinder Kumar, IAS, Secretary to HLG.
9. Sh. Shrikant Balasaheb Suse, IAS, Deputy Commissioner Leh.
10. Sh. Santosh Sukhadeve, IAS Deputy Commissioner, Kargil via VC.
11. Sh. Tsering Paldan, JKAS Regional Transport Officer.
12. Sh. Safdar Ali, IRS, Director School Education.
13. Sh. Fareed Ahmad Choudhary, Chief Engineers, Mechanical/PHE, Ladakh.
14. Sh. Stanzin Norboo, SSP, Leh.
15. Sh. Nissar Hussain Superintendent Engineer PW(R&B).
16. HODs of concerned Departments.
17. HODs of Kargil district attended the meeting over video conference.
18. Sh. Phunchok Paldan, District informatics Officer, NIC, Ladakh.
19. Sh. Tsewang Paljor, Special Officer, Cultural Academy, Leh.
20. Sh. Stanzin Rabgais Executive Officer, Municipal Committee Leh.
21. Representative of Defense, Air Force, ITBP (on VC).

  
(Sonam Chosdon)  
Under Secretary  
General Administration Department