



F. No. LA/GAD(Order)UTL/2019(01)  
**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**GENERAL ADMINISTRATION DEPARTMENT**  
Email: [gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)

UT Secretariat, Ladakh

Dated:- 07.01.2022

**Subject:- Preventive measures to contain the spread of Novel Coronavirus (COVID-19) -Instructions thereof.**

- Ref-**
- OM No.11013/9/2014-Estt-A-III dated 3<sup>rd</sup> January, 2022 issued by DoPT, Govt. of India.
  - Order dated 27<sup>th</sup> December, 2021 issued by MHA, Govt. of India on COVID management.

**Order No:- 04-LA (GAD) of 2022**

**Dated: -07.01.2022**

Pursuant to above referred orders/advisories of MHA & DoPT, Govt. of India and in view of the ongoing surge in COVID-19 cases following instructions/ preventive measures are hereby notified for strict adherence by all concerned departments/ authorities/offices and employees under UT Administration-

- The visit of general public including employees of other offices to government offices must be discouraged to the extent possible. Only those visitors, who have proper permission of the officer they want to meet, should be allowed after being properly screened. To facilitate redressal of the grievances of general public, the Adm. Secretaries/HoDs/District officers shall give wide circulation of their landline No./Mail IDs and any other mode of communication for the convenience of general public and those who intend to visit the government offices. The contact details/numbers/ mail IDs be invariably displayed on official websites.
- All Administrative Secretaries/HoDs and District officers to conduct the meetings on Video Conferencing to the extent possible.
- The Office Incharges shall ensure provision of sufficient number of thermal scanners at the office entry besides placing of hand sanitizer, soaps/sanitizes be placed in all washrooms, rooms/chambers and galleries and offices.
- All employees/staff to ensure strict compliance with Covid Appropriate Behaviors viz. frequent hand washing/sanitization, wearing masks and social distancing at all times.
- Every office incharge shall also ensure cleanliness/sanitization of all rooms/chambers/ washrooms in the office premises.

- vi. All office incharges shall ensure non crowding in corridors, office rooms, canteens. The employees with flu like symptoms and any symptoms associated with COVID-19 should be advised for isolation and testing/treatment.

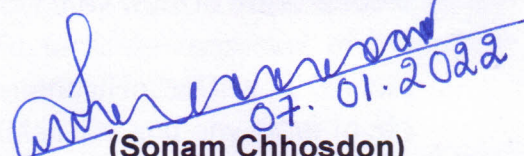
All Administrative Secretaries are enjoined upon to ensure strict adherence to above directions/advisories by all employees /departments/offices at all times.

**By order of Lt. Governor, Ladakh.**

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

**Copy to the:**

1. All Administrative Secretaries, UT Administration of Ladakh.
2. Joint Secretary, J&K /Ladakh, Ministry of Home Affairs, Govt. of India.
3. Additional Director General of Police, Ladakh.
4. Deputy Commissioner/ CEO, LAHDCs Leh & Kargil.
5. All Directors/HoDs, Register UoL, Ladakh.
6. Director Health Services, Ladakh.
- ✓ 7. District Informatics Officer, NIC Ladakh for uploading the order on the Union territory website.
8. OSD to Hon'ble Lt Governor, Ladakh for information to Hon'ble Lt. Governor.
9. Private Secretary to Advisor to Hon'ble Lt Governor, for information of Advisor to Hon'ble Lt. Governor, Ladakh.
10. Order/ e-office file.

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