



F.No. A/276/2022-GAD SEC(e-HRMS)
THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION DEPARTMENT
E-mail: gad.utladakh@ladakh.gov.in

UT Secretariat, Ladakh
Dated: -13.06.2022

**Subject:- Implementation of online HRM software 'Digital NIC' in Ladakh-
Constitution of UT Level Steering and Coordination cum Technical
Committees thereof.**

Order No: -161-LA(GAD) of 2022
Dated: - 13.06.2022

Sanction is hereby accorded to the constitution of UT Level Steering Committee and Coordination cum Technical Committee, comprising the following, for overseeing the implementation of online HRM software –'Digital NIC' in UT Ladakh in coordination with NIC, Government of India.

I. UT Level Steering Committee-

1.	Advisor to Lieutenant Governor	Chairman
2.	Administrative Secretary General Administration Department	Convenor
3.	Administrative Secretary IT Department	Member
4.	Deputy Commissioner/ CEO LAHDCs Leh & Kargil	Member (s)
5.	Additional Secretary Finance Department	Member
6.	Mr. Punchok Paldan, Scientist E, District Informatics Officer, Ladakh	Member
7.	Under Secretary/Deputy Secretary GAD	Member
8.	Mr. Rupayan Dutta, Team Leader cum HR Expert	Member
9.	Mr. Amit, IT Consultant, IT Department	Member

Terms of Reference of the Committee shall be:

- i. To approve overall draft proposal and finalise the modalities/framework for transition to first phase of e-service mode of Digital NIC.
- ii. To ensure convergence of action and review the progress of onboarding to various modules such as Leave / Tour /LTC, Medica Allowance, Vigilance and Disciplinary, IPR & PAR management, E-Service Book, Biometric Attendance etc and their customisation for UT Ladakh in the first phase.

(Handwritten signature)

- iii. The committee shall devise a plan for roll out of Digital NIC in vertical oriented fashion i.e. department wise in GAD, Housing and Urban Development Department, Estates, Hospitality and protocol departments after factoring in all issues such as organizational structure, reporting structure (employees), designation hierarchy, workflows of modules etc.
- iv. To take up any other matter relevant for early implementation of full online HRM system of all employees based on 'NIC-Digital' portal in consultation with NIC, New Delhi.
- v. The committee shall meet at frequent intervals as per the decision of the Chairman and finalise a timeline for implementation of the first phase of onboarding to Digital NIC

The Committee may co-opt member(s) from any Government Department/ Organization and invite experts in the field to participate in its deliberations.

II. Coordination cum Technical Committee-

1.	Administrative Secretary General Administration Department	Chairman
2.	Additional Secretary Finance Department	Member
3.	Mr. Abdul Majid, Deputy Secretary (Office of Commissioner /Secretary AK)	Member
4.	Mr. Musharraf Ali, Deputy Secretary (Office of the Secretary MK)	Member
5.	Mr. Punchok Paldan, Scientist E, District Informatics Officer, NIC Ladakh	Member Secretary
6.	Mr. Konchok Gyaltsen, Deputy Director (Office of Principal Secretary)	Member
7.	Mr. Muzaffar Hussain, Deputy Secretary (Office of Adm. Secretary RK)	Member
8.	Mr. Abied Hussain, OSD (Office of Commissioner/Secretary- PA)	Member
9.	Mr. Lobzang Angdus, Law Officer (OS) (Office of Secretary Law)	Member
10.	Mr. Amit, IT Consultant, IT Department	Member

Terms of Reference of the Committee shall be:

- i. The members in the committee shall report to Administrative /Secretary GAD and shall function in addition to their present duties.

- ii. The committee in liaison with NIC OAD Team, Delhi, Govt. of India shall coordinate all administrative and technical related assignments for speedy transition to first phase of e-service mode of Digital NIC.
- iii. The committee shall deliberate on all such issues related to hosting space server for UT Ladakh, PFMS/EIS integration, biometric attendance integration, e-sign & e-office integration and digitization of old records.
The DIO NIC shall as per the decision in the meeting held on 8th March, 2022 liaise with NIC OAD Team, Delhi on technical matters regarding customization of software.
- iv. The members/ officers shall render full assistance to the Steering Committee in collating information related to respective departments for preparation of organogram, customisation of modules and all related tasks.

The Committee may co-opt member(s) from any Government Department/ Organization and invite experts in the field to participate in its deliberations.

Both the committees shall be serviced by the General Administration Department, Ladakh.

By order of the Lt. Governor, Ladakh.

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

Copy as Above to all Officers for necessary action.
Copy also to the: -

1. All Administrative Secretaries, UT Administration of Ladakh.
2. Additional Director General of Police, Ladakh.
3. Deputy Commissioner/CEO, LAHDCs, Leh & Kargil.
4. District Informatics Officer, NIC Ladakh for uploading on the UT website.
5. Mr. Gaurav Bali, Scientist- B, NIC Govt. of India.
6. OSD to Hon'ble Lt. Governor UT Ladakh for information of the Hon'ble Lt. Governor, Ladakh
7. Private Secretary to Advisor to the Hon'ble Lt Governor of UT Ladakh for information of Advisor to Hon'ble Lt. Governor
8. Order/e-office file


(सोनम छोसडोन/Sonam Chhosdon)

उप सचिव/Deputy Secretary
General Administration Department