

केंद्र शासित प्रदेश लद्दाख का प्रशासन

सामान्य प्रशासन विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF
LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F.No. A/10/2021- Secy - GAD

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यूटी सचिवालय/UT Secretariat
dated: 02.08.2022

Subject: Observance of the proper protocol with the public representatives in Union territory of Ladakh during ceremonial functions/occasions.

Order No:- 230-LA(GAD) of 2022

Dated:- 02.08.2022

The Councillors of the Ladakh Autonomous Hill Development Councils (LAHDCs) occupy an important place in our democratic setup. However, instances have been noted where due courtesies have not been extended to them and protocol has not been followed during various official functions especially during ceremonial functions being organised in the districts.

Thus, in the interest of Administration it is hereby ordered as follows:

1. All concerned officers/officials and organisers of the functions shall ensure providing due courtesies and follow proper protocol while dealing with the Councillors of the LAHDCs during all ceremonial functions/occasions within the territorial limits of the respective districts of Ladakh;
2. For National and Ceremonial functions, Deputy Commissioners concerned shall ensure deputing a Nodal Officer exclusively for the above dignitaries for ensuring delivery of invitation cards, coordinating their arrival to the venue and their seating. The Nodal Officer shall ensure their proper reception at the venue and have them escorted to their respective seats;
3. As far as possible, their seating shall be arranged in the same enclosure where the VVIP and other elected representatives (HCEC/ HMP/HECs) have been seated. In case of space constraints and other security-related requirements of the VVIP, they may be seated in a different enclosure which should be arranged/located as near as possible to the VVIP arena and should be earmarked separately;

Ad. Secy
2.8.2022

4. Similarly, in other official functions, elected representatives of the area in whose jurisdiction the function is being organised should be invariably invited. The organiser concerned of the event shall ensure their proper reception and order of seating on the dais/stage/enclosure, during the function;
5. Where any meeting convened by the administration is to be attended by elected representatives (except such meetings where there is a prescribed legal regulation), special care should be taken to ensure that notice is given to them well in advance, specifying therein the date, time and venue of the meeting. In addition, the receipt of such intimation should be confirmed by the officer concerned.

The rank and status of other dignitaries shall continue to be governed as per the Table of Precedence of Government of India (President's Secretariat) dated 26th July 1979, as amended and SROs notified by the erstwhile State of J&K including instructions issued by the Administration from time to time for courtesies to be extended and protocol to be followed for Hon'ble CECs, Hon'ble MP and Hon'ble ECs within the territorial limits of the Union territory of Ladakh and the districts of Leh and Kargil.

All Departments/Head of Offices/ organising offices in UT Administration of Ladakh shall ensure that the above basic principles and instructions are followed by all concerned, both in letter and spirit. Any violation in this regard shall be considered misconduct under the relevant conduct rules.

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. 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, LAHDCs, Leh & Kargil.
6. All Directors/ Chief Engineers/ Registrar, UOL, /HoDs Ladakh.
7. District Informatics Officer, NIC UT Ladakh for uploading on the UT website.
8. OSD/ Private Secretary to Hon'ble Chairman/Chief Executive Councilor, LAHDCs, Leh and Kargil for information of Hon'ble CECs.
9. Private Secretary to Advisor to Hon'ble Lt. Governor for information on the Advisor to Hon'ble Lt. Governor Ladakh.
10. Private Secretary to Hon'ble Member of Parliament, UT Ladakh for information of Hon'ble Member Parliament.
11. E-office file


(Sonam Chhosdon/सोनम छोसडोन)

Deputy Secretary/उपसचिव
General Administration Department/सामान्यप्रशासन