

## **The Administration of UT of Ladakh, Finance Department.**

### **Handbook under section 4(2) of RTI Act, 2005, with respect of Department of Finance:**

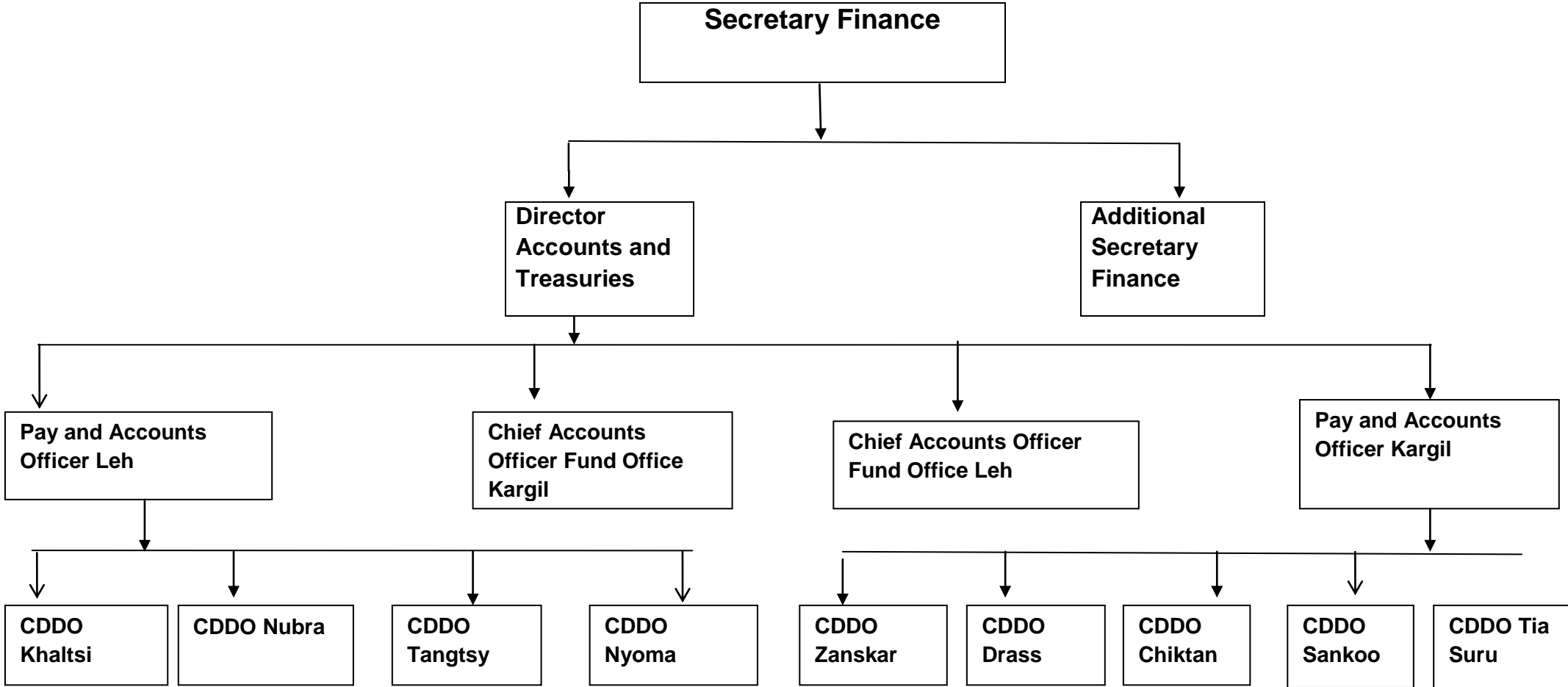
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## **INTRODUCTION**

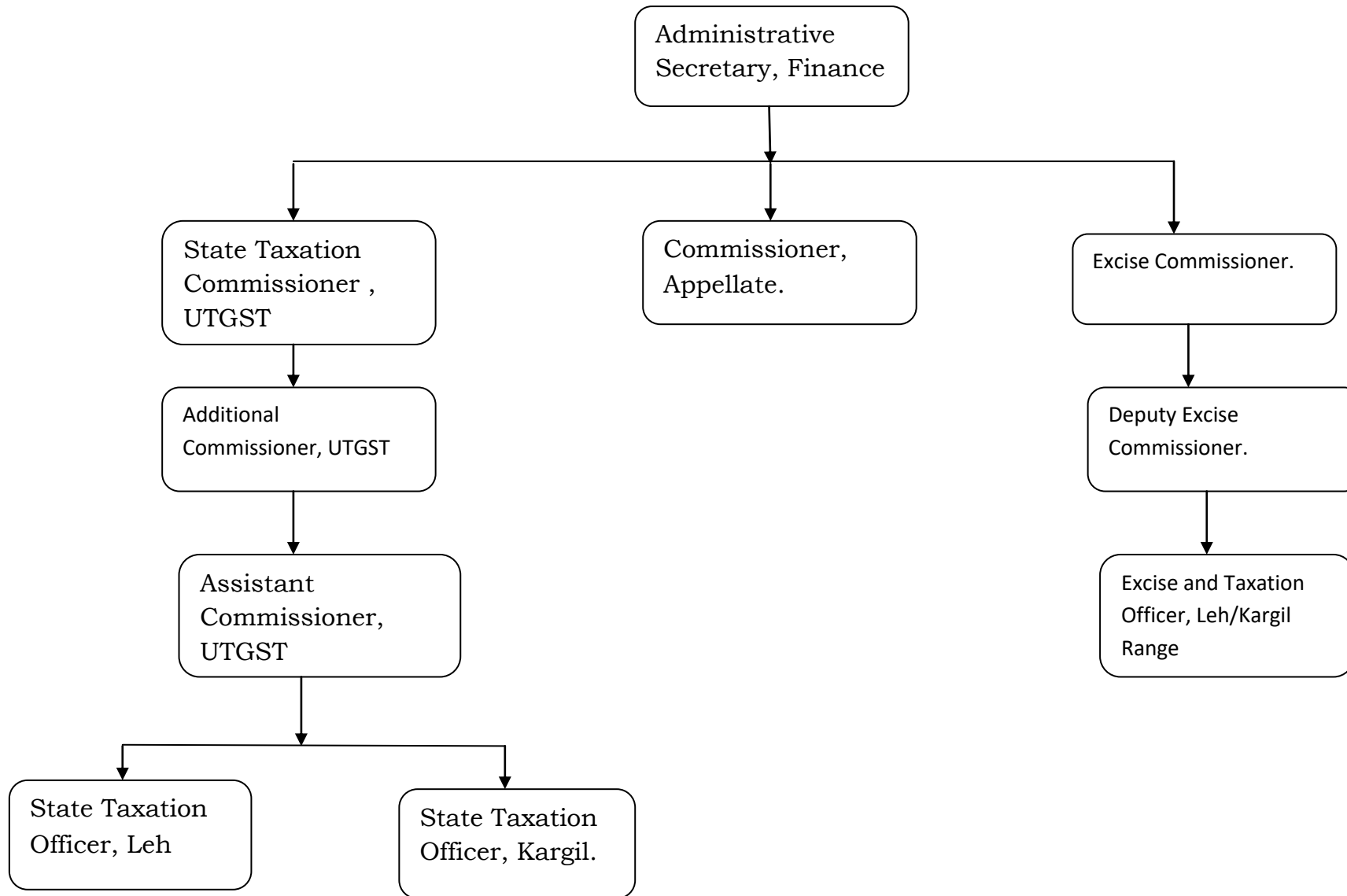
The objective of this handbook is to provide information to the intended users regarding different functions and services being delivered by the Department of Finance.

**Chapter I**

**ORZANIZATIONAL STRUCTURE OF FINANCE DEPARTMENT (DIRECTOR ACCOUNTS AND TREASURIES)**



**ORGANIZATION STRUCTURE OF UTGST AND EXCISE DEPARTMENT, UNION TERRITORY OF LADAKH**



## **Chapter II**

### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES AT SECRETARY LEVEL:**

1. Preparation of Budget.
2. Re- appropriation of proposals of Departments.
3. All Opinion Files referred by other Departments.
4. All Financial Proposals which involves the approval of Hon'ble Lieutenant Governor as per Delegation of Financial Powers.
5. Interpretation of all financial rules such as GFRs,  
DFRs etc.
6. Any other matter referred by Advisor/Administrative  
Secretary, Finance

### **Chapter III**

#### **RULES, Regulations, Instructions, Manual and Records, for Discharging Functions:**

1	FRSR Part I- General Rule
2	FRSR Part II-Travelling allowance
3	FRSR Part III- Leave Rule
4	FRSR Part IV-DA & HRA
6	Childern Education Allowance/assistance
7	Delegation of financial Power
8	General Financial Rule(GFR)
9	Medical Attendance Rule
10	Manual for procurement of Goods & Services
11	Manual for procurement of works

**AND ANY OTHER FINANCIAL RULES ISSUED BY THE  
GOI FROM TIME TO TIME.**

**STATEMENT SHOWING THE DETAILED OBJECT HEAD-WISE PROVISION.**

**DEMAND No 55 LADAKH**

**DEMAND FOR GRANTS 2022-23**

<b>Object Head wise Statement in UT Ladakh (Rs. in Thousands)</b>					
<b>CODE</b>	<b>OBJECT HEAD</b>	<b>Actual 2020-21</b>	<b>Budget Estimate s 2021-22</b>	<b>Revised Estimate 2021-22</b>	<b>Budget Estimate 2022-23</b>
01	Salaries	11456428	14949300	14829900	16100800
02	Wages	208249	286400	261300	441500
03	Overtime Allowances	0	5600	0	0
05	Reward	6785	7600	7000	12100
06	Medical Treatment	14791	48200	27400	35600
11	Domestic Travel Expenses	61834	95600	75500	87300
12	Foreign Travel Expenses	0	10500	10500	10100
13	Office Expenses	307416	362000	383100	434200
14	Rents, Rates and Taxes	50123	76700	67600	102500
16	Publications	4363	15400	9400	19100
20	Other Admn. Expenses	59342	80200	68700	181500
21	Supplies and Materials	505453	537600	1199800	885900
22	Arms & Ammunition	49943	5600	10000	10000

23	Cost of Ration	55117	87600	59500	60100
24	P.O.L.	105384	163800	153700	159800
25	Clothing & Tentage	42490	43200	57300	37900
26	Advertising and Publicity	73986	310400	301400	303400
27	Minor Works	206335	400000	290600	349400
28	Professional Service	99402	380900	546200	1223900
30	Other Contractual Services	0	1000	400	400
31	Grant in Aid - General	177700	257800	201400	360600
33	Subsidies	215553	1981700	1586400	1500300
34	Scholarship/Stipend	12155	29400	17400	54300
35	Grant-in-aid for creation of Capital Assets	0	0	0	436000
36	Grant-in-aid Salaries	214316	222600	232100	258500
41	Secret Service Expenditure	200000	130000	134800	140400
50	Other Charges	1727430	2827300	2785000	2713300
51	Motor Vehicles	449658	1148300	1137800	658500
52	Machinery and Equipments	1088577	3051200	3020300	4266500
53	Major Works	6347545	32064100	32105500	28686100
63	Inter Account Transfer	0	0	0	50000
	<b>G. TOTAL</b>	<b>23740374</b>	<b>59580000</b>	<b>59580000</b>	<b>59580000</b>



**जस्व प्राप्तियों को दर्शाने वाला विवरण**

**STATEMENT SHOWING THE REVENUE RECEIPTS**

मांगसंख्या-55 - लद्दाखसंघशासितप्रदेश			अनुदानों की मांगे 2022-23			
DEMAND No.55-UT OF LADAKH			DEMANDS FOR GRANTS 2022-23			
				(हज़ार रुपयों में)		
				(In thousands of Rupees)		
प्राप्तियाँ	RECEIPTS	वास्तविक व्यय	बजट अनुमान	संशोधित अनुमान	बजट अनुमान	
		Actual	Budget	Revised	Budget	
		Expenditure	Estimate	Estimate	Estimate	
		2020-21	2021-22	2021-22	2022-23	
<b>क - कर राजस्व</b>	<b>A.-Tax Revenue</b>					
0007-केंद्रशासितप्रदेशमालऔरसेवाकर	0007-Union Territory Goods & Services Tax	1809800.00	932600.00	932600.00	1030000.00	
0021-निगमकरकेअलावाअन्यआयपरकर	0021- Tax on income other than corporation Tax	24100.00	0.00	0.00	0.00	
0029-भू राजस्व	0029-Land Revenue	7400.00	100.00	100.00	100.00	
0030-स्टाम्पएवंपंजीकरण	0030-Stamps & Registration	33300.00	0.00	0.00	0.00	
0035-कृषिभूमिकेअलावाअन्यअचलसंपत्तिपरकर	0035-Taxes on Immovable Property other than Agriculture Land	0.00	0.00	0.00	0.00	
0039-आवकारीकर	0039-State Excise	304800.00	450000.00	450000.00	495000.00	
0040-बिक्रीकर	0040-Sales Tax	472300.00	100.00	100.00	100.00	
0041-वाहनोंपरकर	0041-Taxes on Vehicle	0.00	22400.00	22400.00	24500.00	
0045-वस्तुओंऔरसेवाओंपरअन्यकरऔरशुल्क	0045-Other Taxes and Duties on Commodities	0.00	100.00	100.00	100.00	

	and Services				
0049-ब्याजप्राप्तियां	0049-Interest Receipts	100.00	0.00	0.00	0.00
<b>जोड़ - कर राजस्व</b>	<b>Total Tax Revenue</b>	<b>2651800.00</b>	<b>1405300.00</b>	<b>1405300.00</b>	<b>1549800.00</b>
<b>ख - गैर-कर राजस्व</b>	<b>B. Non – Tax Revenue</b>				
0050-लाभांश और लाभ	0050-Dividend and Profits	0.00	0.00	0.00	0.00
0055-पुलिस	0055-Police	1000.00	300.00	300.00	1400.00
0058-स्टेशनरी और प्रिंटिंग	0058-Stationery & Printing	700.00	6000.00	6000.00	0.00
0059-लोकनिर्माण	0059-Public Works	23300.00	22000.00	22000.00	34600.00
0070-अन्यप्रशासनिकसेवाएं	0070-Other Admn. Services	8200.00	0.00	0.00	4700.00
0075-विविधसामान्यसेवा	0075-Misc General Service	0.00	0.00	0.00	0.00
0202-शिक्षाखेलकलाऔरसंस्कृति	0202-Education Sports Art & Culture	3800.00	0.00	0.00	3800.00
0210-चिकित्साऔरसार्वजनिकस्वास्थ्य	0210-Medical & Public Health	200.00	0.00	0.00	100.00
0215-जलापूर्तिऔरस्वच्छता	0215-Water Supply and Sanitation	5800.00	2400.00	2400.00	3900.00
0216-आवास	0216-Housing	100.00	0.00	0.00	100.00
0230-श्रमऔररोजगार	0230-Labour & Employment	3100.00	2600.00	2600.00	3100.00
0235-सामाजिकसुरक्षाऔरकल्याण	0235-Social Security & Welfare	1800.00	0.00	0.00	1800.00
0401-कृषिफसल	0401-Crop Husbandory	5900.00	1100.00	1100.00	5400.00
0403-पशुपालन	0403-Animal Husbandary	14500.00	10700.00	10700.00	12600.00
0404-डेयरीविकास	0404-Dairy Development	100.00	0.00	0.00	100.00
0405-मत्स्यपालन	0405-Fisheries	1400.00	1600.00	1600.00	1900.00
0406-फॉरेस्टऔरवाइल्डलाइफ	0406-Forest & Wild life	600.00	0.00	0.00	300.00
0408-खाद्यभंडारणऔरभंडारण	0408-Food Storage and Warehousing	6000.00	600.00	600.00	7800.00
0425-सहयोग	0425-Co-operation	400.00	0.00	0.00	200.00
0515-अन्यग्रामीणविकासकार्यक्रम	0515-Other Rural Development	0.00	0.00	0.00	0.00

	Programmes				
0575-अन्यविशेषक्षेत्रकार्यक्रम	0575-Other Special Area Programme	10800.00	0.00	0.00	7500.00
0700-प्रमुखसिंचाई	0700-Major Irrigation	0.00	0.00	0.00	0.00
0701-मध्यमसिंचाई	0701-Medium Irrigation	100.00	0.00	0.00	200.00
0702-लघुसिंचाई	0702-Minor Irrigation	3700.00	0.00	0.00	3400.00
0801-विद्युत	0801-Power	526400.00	734200.00	734200.00	748500.00
0851-ग्रामऔरलघुउद्योग	0851-Village & Small Industries	2400.00	48500.00	48500.00	49300.00
0853-भारतीयभूविज्ञानसर्वेक्षण	0853-Geology Survey of India	73600.00	0.00	0.00	16800.00
1054-सड़केंऔरपुल	1054-Roads & Bridges	4000.00	2100.00	2100.00	5200.00
1452-पर्यटन	1452-Tourism	1200.00	2200.00	2200.00	2900.00
1475-अन्यसामान्यआर्थिकसेवाएं	1475-Other Gen. Eco. Services	3200.00	0.00	0.00	600.00
7610-सरकारीसेवकोंकोऋण, आदि	7610-Loans to Government Servants,etc	300.00	0.00	0.00	200.00
कुल गैर-कर राजस्व	<b>Total Non- Tax Revenue</b>	<b>702600.00</b>	<b>834300.00</b>	<b>834300.00</b>	<b>916400.00</b>
<b>जोड़ (क + ख)</b>	<b>Grand Total</b>	<b>3354400.00</b>	<b>2239600.00</b>	<b>2239600.00</b>	<b>2466200.00</b>

## Chapter V

### RTI Section:

Any citizen can seek information pertaining to Finance Department in terms of relevant provisions of Right to Information Act,2005.

**Details of 1<sup>st</sup> appellate Authority and Public Information Officer, of Finance Department are given as under:**

### 1<sup>st</sup> Appellate Authority:

S.No	Name	Designation	Ph.No	E-Mail	Address
1	Sh.D.C Rajathkumar, IDAS	Addl. Secy. Finance	01982- 255819	<a href="mailto:adsecyf@gmail.com">adsecyf@gmail.com</a>	Civil Secretariat Leh

### Public Information Officer:

S.No	Name	Designation	Ph.No	E-Mail	Address
1	Ms.Stanzin Donsal	Sr.Accounts Officer(Public Information Officer)	01982- 255819	<a href="mailto:adsecyf@gmail.com">adsecyf@gmail.com</a>	Civil Secretariat Leh

## Chapter VI

### CITIZEN CHARTER

1. Finance Department is responsible for all matters relating to financial procedure and the application of the principles of sound finance.
2. Preparation of Budgets and supplementary estimates and to exercise budgetary control over the spending of Government Departments.
3. Re-appropriation proposals submitted by the departments are processed.
4. To ensure that proper financial rules are framed for the guidance of other departments
5. GP Fund management of the employees and to carry audit and inspections of various departments.
6. Finalisation of Pension cases and sending them to the Office of CPAO for payment of pension to the pensioners of the UT of Ladakh.
7. Consolidation of Accounts of UT in the manner prescribed by the CGA.
8. Preparation of Annual Appropriation Accounts of the Demand for Grants, submission of statement of Central Transactions and material for finance Account to be sent to the Controller General of Accounts.
9. All opinion files referred by the departments are redressed in light of General Financial Rules and Instructions issued by the GOI from time to time.
10. Interpretation of all the financial rules such as GFRs, DFRs for its implementation in the UT of Ladakh.
11. To infuse financial discipline amongst the public functionaries.

## Chapter VII

### Directory of Officers and officials:

S.No	Name	Designation	Phone No
1	Sh.Umang Narula, IAS	Secretary Finance	01982-257560
2	Mr.Rajath Kumar IDAS	Addl. Secretary Finance	01982-256776
3	MS.STANZIN DONSAI	Senior Account Officer	9596944336
4	MR.RAKESH KUMAR	Sr.Accounts Officer (JKAS)	7051904985
5	MR.TSEWANG DORJI	Accounts Officer	9419178921
6	MS.YANGCHAN DOLMA	Assistant Accounts Officer(AAO)	8492067452
7	MR.JAVED MIADAD	Assistant Accounts Officer	9419307345
8	MR.RIGZIN TAMCHOS	Assistant Accounts Officer	9419299127
9	MS.DISKIT ANGMO	Assistant Account Officer	9596864922
10	TSEWANG CHOSGAIN	Assistant Account Officer	9622992345
11	MR.TENZIN CHOEDAK	Accountant	9469053573
12	MR.TSERING DORJAI	Accounts Assistant	9596957933
13	MR.STANZIN ANGCHOK	Accounts Assistant	9797454572