

**THE RIGHT TO INFORMATION ACT, 2005 (22 OF 2005)**

**AS AMENDED BY  
THE JAMMU AND KASHMIR REORGANISATION ACT, 2019 (34 of  
2019) (w.e.f. 31-10-2019)**

**And**

**THE RIGHT TO INFORMATION (AMENDMENT) ACT, 2019 (24 OF  
2019)**

**OFFICE OF THE DEPUTY COMMISSIONER/CEO, LAHDC, LEH,  
UNION TERRITORY OF LADAKH**

**OBLIGATIONS OF PUBLIC AUTHORITIES MANUAL OF  
DEPUTY COMMISSIONER OFFICE LEH**

# INTRODUCTION

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each authority, the Government of India have enacted 'The Right to Information (Amendment) Act, 2019', (RTI). In accordance with the provisions of section 4(1) (b) of this Act, the office of the Deputy Commissioner/CEO, LAHDC, Leh Union Territory of Ladakh has brought out this handbook for information and guidance of the general public.

The handbook provides an overall view of DC office, Leh its functions and duties of its officers and employees and records, composition, organizational structure etc.

This office is headed by a Deputy Commissioner/CEO, LAHDC, Leh assisted by Additional Deputy Commissioner, Leh, Assistant Commissioner, (Rev), Leh, Chief Planning Officer, Leh, Headquarter Assistant, Account Officer and officials staff and has designated at the following one CPIO, and one CAPIO to government as its Central Public Information Officer (CPIO) and Central Assistant Public Information Officer (CAPIO) for matters concerning of this office. The telephone numbers of the CPIO/CAPIO are mentioned against their name and sections assigned to them. Any person requiring any information under the Act may contact the concerned officers to this office.

## **Contact Person:**

**Sh. Shabir Hussain, Assistant Commissioner, (Rev), Leh  
(Central Assistant Public Information Officer)  
Phone No. 01982-257415**

## **Procedure and fee structure for getting information:**

As request under sub-section (1) of section 6 for obtaining information shall be made in form -1 and accompanied by an application fee of Rs.-10/- by Indian postal order/demand draft/bankers cheque payable to accounts officer of the public authority/concerned CPIO.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rs.50/

## **CHAPTER-ONE**

### **Particulars of Organization function and duties**

#### **1.1. Objectives/purpose of the public authority:**

The Deputy Commissioner is the head of the Revenue department in the District and is also called the Collector under Land Revenue Act. It is under his supervision

and guidance all the revenue records of the District are compiled and updated from time to time as per the relevant rules.

The Deputy Commissioner is responsible for implementing state government's programmes and policies at the grassroots level and collecting information regarding the needs and facilities to be provided to the general public, their difficulties and redressal etc. and making the government aware of these. The Deputy Commissioner also acts as the Chief Executive Officer of Ladakh Autonomous Hill Development Council (LAHDC).

The Deputy Commissioner being the District Magistrate is responsible for maintaining the law and order situation in the district. In times of any natural calamity like floods, locusts, drought, storm etc, the Deputy Commissioner is the primary relief agency he is designated as Chairman of District Disaster Management Authority (DDMA). During the occurrence of natural calamities or during internal or external disturbance, the Deputy Commissioner calls for military assistance and coordinates the efforts of the civil-military administration. There are number of other officers at the district headquarters such as Additional Deputy Commissioner, Assistant Commissioner Revenue, Chief Planning Officer, etc. for the assistance of the Deputy Commissioner to carry out the workings of the district administration. At the sub Divisional level, the Sub Divisional Magistrate (SDM) is responsible for the administration who is assisted by the Tehsildar, Naib Tehsildar, Block Development Officer, Qanungos, Patwaris and other officials. In fact more than being an officer, the Deputy Commissioner is actually an institution itself, under whose governance democracy reaches every nook and corner of the district. The Deputy Commissioner is designated as District Election Officer and the elections are conducted under his /her supervision.

## **1.2. Mission/Vision Statement of the Public Authority:**

"To ensure a simple, moral accountable, responsive and transparent system of administration leading to overall inclusive development of Leh district".

## **1.3. Duties of the Public Authority-DC Office, Leh:**

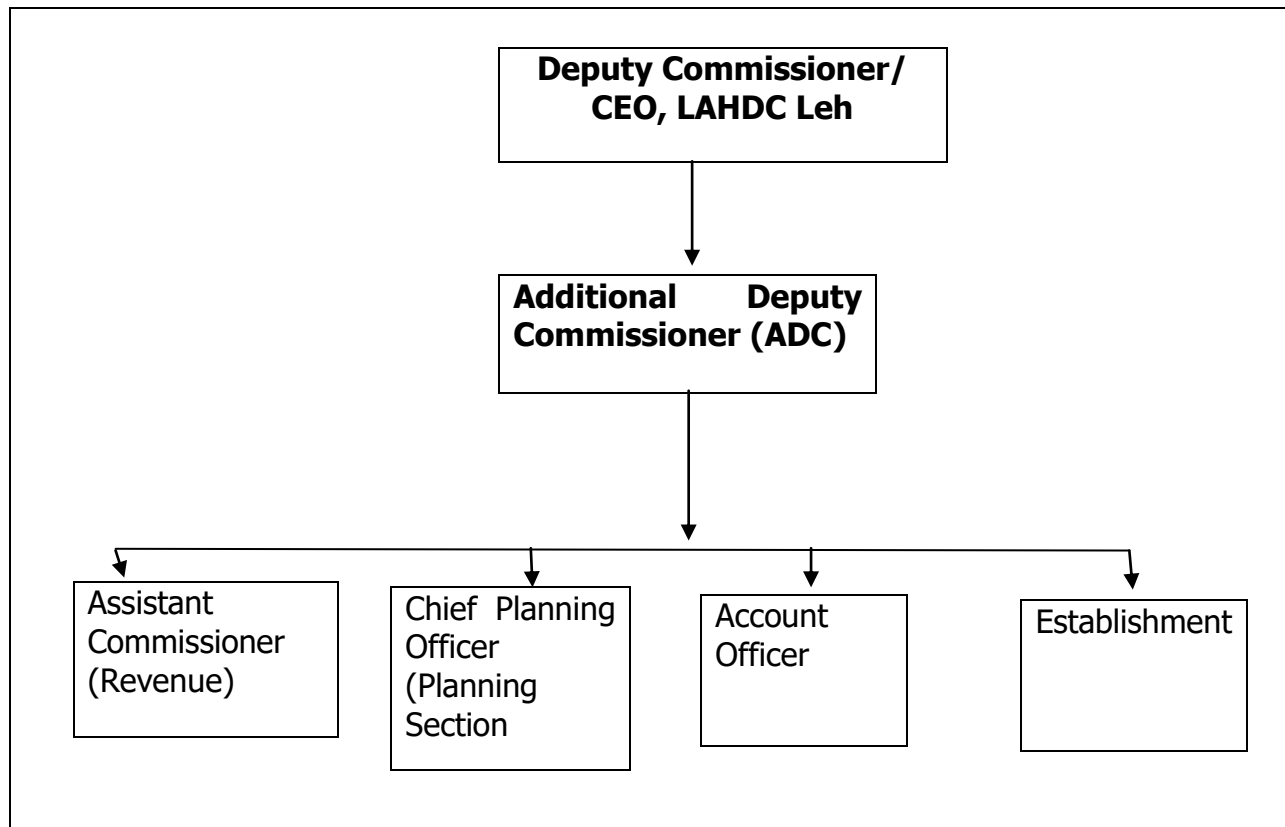
- To prepare the annual plan.
- To accord administrative approval other than PWD Department.
- To make progress report on monthly, quarterly and yearly basis.
- To conduct annual plan meeting.

## **1.4. Main Activities/Function of the Public Authority:**

- Plays an active role in all development activities in the district under programmes such as MP Local Area dev Fund and Plan Funds.
- Formulation of Annual Plan.
- Preparation of progress reports on monthly, quarterly and yearly basis.
- Keep an account of centrally sponsored schemes and providing state matching share.
- Conduct a General Counsel Meeting/ Annual Plan Meetings.

- Collection of plan related data from various head of departments through its planning cells in the concerned departments
- Maintain active liaison with LAHDC Leh and the UT Administration of Ladakh.

### 1.5. Organizational setup of DC office Leh.



### 1.6. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

The DC office Leh strives to bring its best services to the citizens/general public. The DC office welcomes feedbacks from the general public regarding various activities/programmes implemented/executed by this department in the District.

### 1.7. Arrangement and methods made for seeking public/contribution.

The citizens /general public may get any information under RTI Act regarding any development activities implemented /executed by this department in the district through the concerned CPIO or form planning & development section DC office Leh. A request for obtaining information shall be accompanied by an application fee of rupees Ten by way of cash against proper receipt or by Indian order/demand draft/bankers cheque payable to the CPIO concerned.

### 1.8. Mechanism available for monitoring the service delivery and public grievance resolution

Any specific information required or grievances related to any development activities implemented/execute by this department in the district is addressed immediate by the Deputy Commissioner /CEO LAHDC, Leh himself or through his sub ordinate officers i.e ADC, ACR, CPO,SDMs and through the Tehsildar concerned.

### **1.9. Addresses of the main office and other offices at different level.**

Main office: Deputy Commissioner's Office complex, Leh near pologround Leh.

### **1.10. Office Timings**

Monday- Saturday

Morning hours of the Office: 10:00 a.m

Closing hours of the office: 04:30 p.m

Closed on Sunday and Public holidays

## **CHAPTER-TWO Powers and Duties of Officers and Employees**

### **2.1. Deputy Commissioner/CEO, LAHDC, Leh**

**Administrative power:-** Deputy Commissioner is vested with the powers of the District Magistrate, District Collector and Chief Executive Officer of LAHDC. As District Magistrate, he is responsible for maintenance of law & order in the district assisted by the Superintendent of Police and number of Executive Magistrates under him. As District Collector, the Deputy Commissioner heads the district revenue organization which is responsible for collection of land revenue, maintenance of revenue records and implemented of various revenue law like agrarian reforms Act. Revenue Act, Tenancy Act etc.

As the CEO of LAHDC, the Deputy Commissioner is responsible for preparing the annual plan with the help of the district heads which after consolidated is presented in the general council meeting. The annual district plan is approved by the general council as per the LAHDC act. The Deputy Commissioner/ CEO ensures the implementation of the plan.

The Deputy Commissioner is the chairman of the District Management Authority and District crisis management group for dealing with disaster and cri is in the district. The deputy Commissioner is the district election officer.The Deputy Commissioner is also Chairman LAHDC-SSRB in recruitment of District cadre post allocated under his control.

**Duties:-**

- The Deputy Commissioner is the chief revenue officer and as district collector is responsible for collection of revenues and other govt. Dues recoverable as arrears of land revenue.
- The Deputy Commissioner being the Chief Executive officer of LAHDC, under section 40(2) of LAHDC Act, Leh has a power to transfer Govt employees after prior approval of the executive council and can take necessary action against the employees posted in Leh district (as all the Govt employees except the judicial and police shall be deemed to be transferred to the LAHDC-Leh.
- He is also overall in charge of the planning & development section.
- Monitoring inspection and supervision of the performance of the various schemes and programmers.
- Conduct of review meeting for assessing the performance of the schemes, taking corrective actions and submission of reports to the higher authorities.
- To accord administrative approval for capex Plan.
- He is the CEO of LAHDC Leh and as the CEO of LAHDC implements they decisions of LAHDC, Leh
- Acts as District Magistrate and is responsible for maintenance of law and order within the District.
- Acts as District Development Commissioner to oversee the developmet activities in the District under various Central/State schemes.

### **Additional Deputy Commissioner, Leh**

#### **Duties:-**

- Additional District Magistrate maintains law and order within the district.
- Disposed off all the revenue related cases referred to him/her.
- Deals with the Disaster/ Relief related matters as under District Disaster Management Authority being a Chief Executive Officer, DDMA, Leh.
- Deals with court cases.
- Departmental enquiries.
- He/she is district census officer 2022 in the district
- Maintains national population register.
- He/she is designated as CPIO under RTI act 2005..
- Act as District Vigilance Officer, deals with complaints and submits enquiry report before the State Vigilance Commission.
- He/ she is a designated a Regional Survey and Land Record Officer and supervisor the work/digitalization of records under DILRMP.
- He/ she is the Registrar of Documents under Central Registration Act.

### **Chief Planning Officer:-**

He is the officer in- incharge of the Planning section and scrutinizes the planning & development matters submitted by the various departments and also provide assistance to the Deputy Commissioner/ CEO LAHDC Leh.

#### **Duties:-**

- Provides advice on planning matters as may be referred to him by the Deputy Commissioner or any other officer.
- Reports matters to the Deputy Commissioner / CEO LAHDC or further orders.
- Monitors various plan related during formulation of annual plan.
- He also maintains Liaison with all district officers regarding collection of information and preparation of annual district plan.

### **Assistant Commissioner Revenue (ACR)**

The ACR is a revenue officer and assists the Deputy Commissioner in all the Revenue related matters and is also designated as Additional District Magistrate and it is his responsibility to guide/ brief the deputy Commissioner regarding all the revenue related matters.

#### **Duties:-**

- The ACR deals with all the revenue related matter of the district.
- The ACR is designated as sub registrar to register the various documents.
- The ACR disposed of the revenue cases within his jurisdiction or one refer to higher revenue officer.
- It is also his responsibility to maintain law and order being the additional district magistrate.
- It is through his office all that monthly report pertain the revenue department are received and compiled and to submit the same to the higher authority on monthly basis.

## **CHAPTER-THREE**

### **Rules, Regulations, Instruction, Manual and Records, For Discharging Functions**

The list of rules, regulations, instruction and guidelines held by public authority or under its control or used by its employees for discharging functions are governed by the prescribed norms / guideline of the respective programmes / schemes/ departments, can be obtained from the concerned implementing/ executing agencies.

## **CHAPTER- FOUR**

**Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

**Formulation of policy:**

The Annual District Plan:- On the basis of the final ceiling/ instruction conveyed by the planning & development department, the line departments are being directed to formulate the annual plan usually during the month of April- May every year.

The annual plan of the line department is then compiled/ consolidated by the planning & development section, DC office Leh keeping in view the priorities of the LAHDC Leh and the instructions conveyed by the planning & development department, and is presented on the floor house for discussion and decision making in the general council meeting. Once the annual plan gets finalized/ approved in general council meeting, the annual district plan is then forwarded to the planning & development department allocated of UT of Ladakh for release of the funds.

## **CHAPTER FIVE**

### **The Names, Designation And Other Particulars Of The Public Information Officers.**

#### **Central Public Information Officer/Central Assistant Public Information Officer**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Shri Sonam Chosjor	Addl. Deputy Commissioner, Leh	01982252049
2	Shri Shabir Hussain	Assistant Commissioner, (Revenue) Leh	01982257415

#### **First Appellate Authority**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Shri. Shrikant Balasaheb Suse IAS	Deputy Commissioner/CEO, LAHDC, Leh	01982252010

## **CHAPTER SIX**

### **DIRECTORY OF OFFICERS AND EMPLOYEE**

<b>S.No</b>	<b>Names</b>	<b>Designation</b>	<b>Contact No</b>
1.	Shri. Shrikant Balasaheb Suse IAS,	Deputy Commissioner -	8275016521
2.	Shri Sonam Chosjor	Addl Deputy Commissioner	9622113650



3.	Shri. Shabir Hussain	Assistant Commissioner, Revenue	7006546765
4.	Smt. Nilza Angmo	Headquarter Assistant to Deputy Commissioner	9469336576
5.	Skalzung Chospa	Accounts Officer to Deputy Commissioner	9419177762
6.	Phuntsok Angdu ,	Section Officer(Adm)-	9419889544
7.	Abdul Rouf,	Head Assistant-	9419219426
8.	Kunzang Dolma,	Head Assistant	
9.	Kulsum Khatoon	Head Assistant	9622239512
10	Stanzin Dolma,	Accountant	9797677280
11	Rahim Ali,	SADDAR Quango	9622965370
12	Skarma Tashi Yangchan	Mohasib	9622047764
13	Nawang Dolma,	Senior Assisatant-	9469198517
14.	Tsering Ladol	Senior Assistant	8492832022
15.	Konchok Sherab	Senior Assistant	09419850759
16.	Konchok Zangmo	Senior Assistant	9906984553
17.	Tsering Diskit	Senior Assistant	9469732499
18.	Sonam Dolma	Senior Assistant	9469368771
19.	Gh.Haider	Senior Assistant	9622955195
20	Amjad Khan	Senior Assistant	9596268574
21	Phunchok Dolma	Senior Assistant	9797476706
22.	Namgail Angmo	Senior Assistant	9797545559
23.	Tsering Lamo	Senior Assistant	9419657448
24.	Chemat Angmo	Senior Assistant	9622381121
25.	Ishey Angmo	Senior Assistant	
26.	Stanzin Ladol	Legal Assistant	9622068634
27.	Mipham Thestop	Junior Assistant	9622046940
28.	Soanm Yangdol	Junior Assistant	7051079931
29.	Sonam Stobgais	Junior Assistant	8492076675
30.	Tsering Angmo	Junior Assistant	9622913103
31.	Tsewang Otsal	Junior Assistant	8082560885
32.	Sakina Bano	Junior Assistant	
33.	Padma Tsewang	Junior Assistant	9596783627
34.	Stanzin Dawa Meta	Junior Assistant	8494074165
35.	Stanzin Younzin	Junior Assistant	7051074987
36.	Urgain Namdol	Junior Assistant	8492074839

37.	Zahoor Ahmed	Junior Assistant	9622047010
38.	Thinley Norbu	Junior Assistant	9906978460
39.	Nargis Banoo	Orderly	9622958066
40.	Jigmet Dorjey	Orderly	9484032475
41.	Mohd. Ali	Orderly	9622998331
42.	Tashi Tsomo	Orderly	9622088576
43.	Tsering Tundup	Orderly	7051154398
44.	Padma Dolker	Orderly	9906999116
45.	Tsering Spaldon	Orderly	7051123554
46.	Zara Khatoon	Orderly	9622997900
47.	Dawa Dolma	Orderly	8492832127
48.	Kunzang Takpa	Orderly	9596735494
49.	Sonam Yangdol	Orderly	8492977444
50.	Nilza Angmo	Orderly	9622159655
51.	Tsering Dolker	Orderly	6006499167
52.	Tsering Dolker	Orderly	9541347131
53.	Rinchen Dolker	Orderly	9622323642
54.	Padam Angmo	Orderly	9797452770
55.	Padma Dolker	Orderly	7051102579
56.	Fatima Bano	Orderly	9797499861
57.	Farida Bano	Orderly	9419312495
58.	Rigzin Yangdol	Orderly	9797659233
59.	Tsewang Dorjey	I/C Election, Naib Tehsildar	9469337119
60.	Iftikar Ali	Election Assistant Senior	9797624448
61.	Rinchen Angchuk	Election Assistant Senior	9469626030
62.	Rinchen Angmo	Election Assistant, Junior	
63.	Choezin Palmo	Orderly	9469089722
64.	Tsewang Gyalson	CEO	9906115505
65.	Sonam Tundup	Statistical Officer	9622473459
66.	Jigmet Rabgais	Statistical Assistant	9906245655
67.	Sheetal Bhagat	Statistical Assistant	8082335352