
HANDBOOK UNDER SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT, 2005 WITH RESPECT TO GENERAL ADMINISTRATION DEPARTMENT.

CHAPTER -1

INTRODUCTION

I. About Department

The General Administration Department, Ladakh by virtue of its duties is the nerve center of the administration. It came into existence after the bifurcation of erstwhile state of J&K into UTs of Jammu & Kashmir and UT Ladakh on 31st October, 2019. The Department functions under the supervision and control of the Lieutenant Governor, Advisor to Lieutenant Governor and the Administrative Secretary of GAD.

Vision:

To ensure highest standards of efficiency, transparency, accountability and citizen-centricity in the UT administration by providing efficient, trained, and committed manpower;

To provide expert consultation, services and solutions in an efficient and citizen-focused manner to the Hill Councils, Division, District and Sub-Divisional level administrative units to enable them delivering efficient public service.

Functions:

The General Administration Department is mandated with the daunting task of overall Human Resource Management of whole of the UT Administration including departmental re-structuring, cadre review, management of Indian Administrative Service of Ladakh wing of AGMUT Cadre, Ladakh wing of KAS cadre, drafting of recruitment rules, interdepartmental coordination, capacity building and training, public grievance redressal, establishment issues of various departments, coordinating with Ministries in the Govt. of India, implementation of RTI Act, e-governance measures for simple efficient & transparent governance.

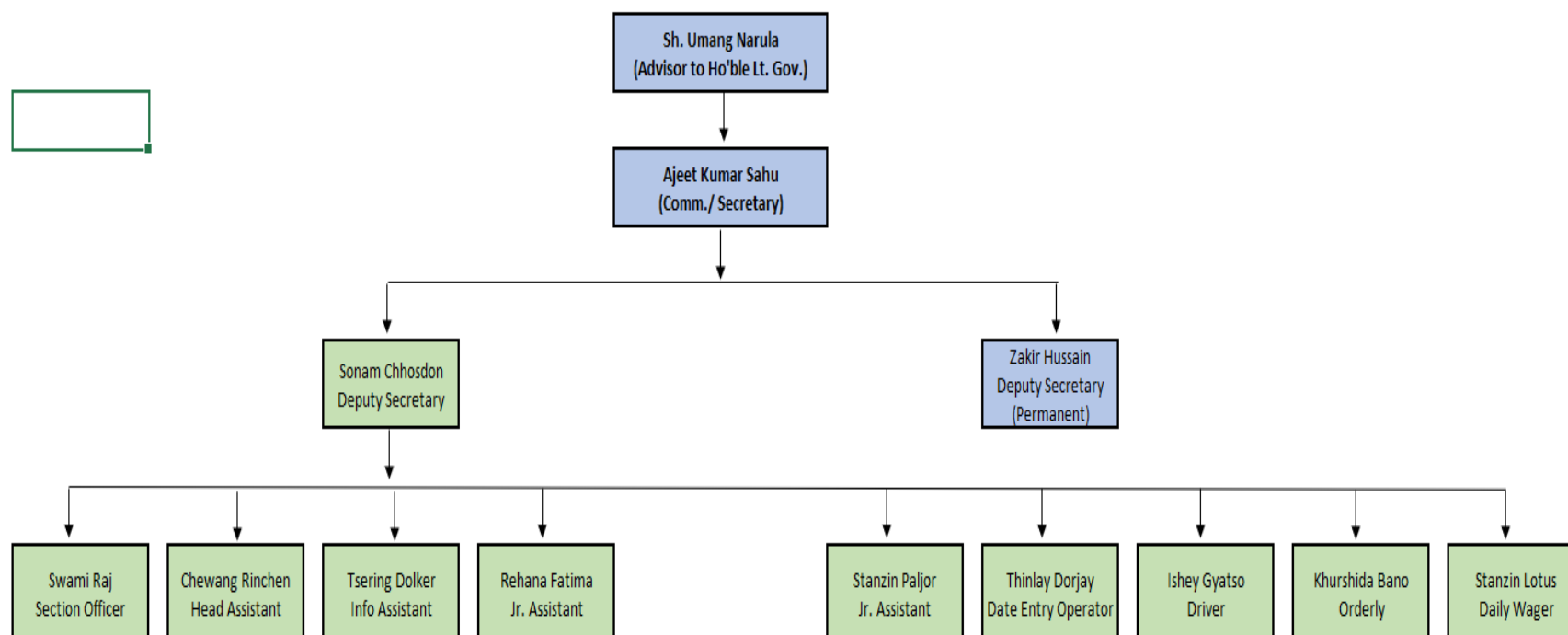
Citizen Charter: The GAD being an overarching department strive to provide seamless services to all the citizens at doorstep to the extent possible through all the department and to make the UT Administration of Ladakh through a committed and efficient bureaucracy.

With inception of new Union Territory of Ladakh after bifurcation from erstwhile state of Jammu & Kashmir, the Administration has streamlined the process and business procedure in line with the central government to provide upgraded standards of services, information, consultation, Grievance Redressal. In order to fulfil the above mandate, the Administration has implemented e-office system at Secretariat, Directorate and District Level. These measures have led to greater transparency of in the offices/department. The RTI Act, 2005 of the Central Government is being implemented in UT Ladakh and in addition to that CPGRAMS is also functioning to address the public grievances.

Chapter-2

Particulars of Organization, Functions and Duties.

Organization Chart

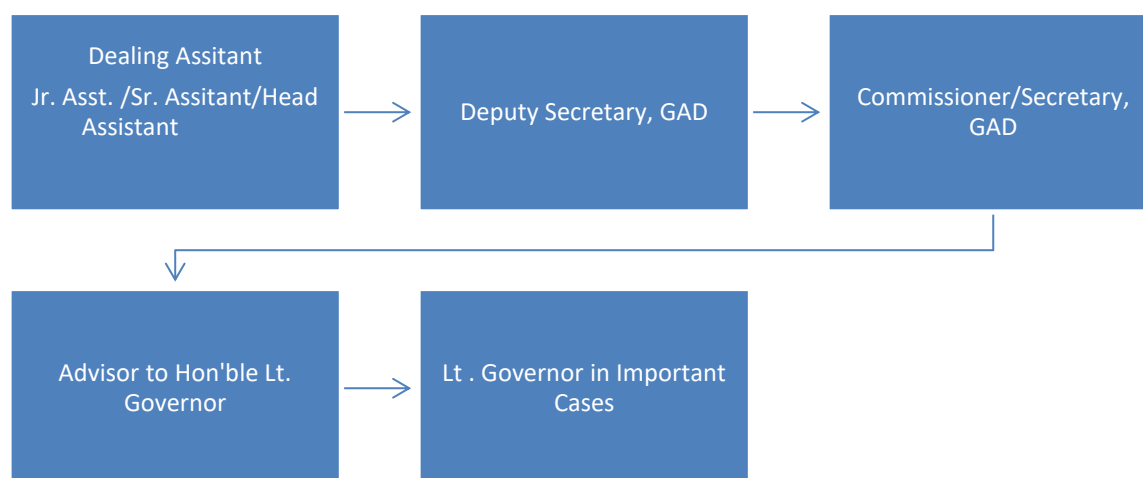


Who is Who:

S.No.	Name	Designation	e- mail Id.
1.	Sh. Ajeet Kumar Sahu (IAS)	Commissioner/Secretary	pstocomsecutl@gmail.com
2.	Ms. Sonam Chhosdon, JKAS	Deputy Secretary	gad.utladakh@ladakh.gov.in sonaam.kas@ladakh.gov.in
3.	Mr. Zakir Hussain, JKAS	Deputy Secretary	Zakirsamrah123@gmail.com
4.	Ms. Stanzin Donsal JK Accounts Services	Sr. Accounts Officer	adsecyf@gmail.com
5.	Mr. Tsewang Nurboo,	Assistant Director, Planning	Jdputl20@gmail.com
6.	Mr. Zahir Ahmad	Private Secretary	zahirahmed11@gmail.com

THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Administrative decisions pertain to recruitment and review, personnel services, career opportunities, human resource development, disciplinary and legal matters, official language implementation, public relations, Annual Performance Appraisal Reviews, welfare, RTI etc. Most of the decision making has been decentralized and are taken at various Centres/Units as per the delegation of powers. As a part of decision-making process, a three-tier system viz., Dealing Assistants, Officer, Head of the Office/Department and competent authority is in place for streamlining the business procedure based on relevant facts and data, rule provisions/position and systematic analysis of the issues in order to facilitate a rational decision-making process.



Subjects Assigned to GAD

- Indian Administrative Services (UT Ladakh-AGMUT Constituent)
- KAS (Ladakh wing)
- Council (LAHDC) Matters Co-ordination of working of different Departments of Government- like constitution of Apex Committees
- Personnel Administration /Monitoring of implementation of all essential Central Rules such as CCS (CCA) 1965, Employees Conduct Rules 1971, RTI Act 2005.
- Recruitments, Promotions, Cadre Restructuring, Transfer Policy
- Secretariat Administration
- Other Services
- Capacity Building & Training of public servants
- All matters concerning compassionate appointment, formulation of rules, guidelines on general matters
- CPGRAMS; e-HRMS (Digital NIC- Ladakh); PSGA; Biometric Attendance; e-office
- Asset/staff division -all issues of apportionment of assets & liabilities of erstwhile State of J&K
- Rajbhasa Vibhag
- Issues referred by PMO, Ministry of Home Affairs, DoPT

Activities and Achievements:

Brief of the Progress Report of the department for the Year 2021-2022

Over the period of last one year the UT Administration has worked relentlessly in putting administrative system in place by creating well-organized administrative structure of the new administrative unit and inculcating efficient work-culture.

1. Filling up of the vacant posts/recruitments: -

- i. 613 District Cadre posts have been filled since abrogation of Art 370 (advertised prior to reorganization of J&K);
- ii. Besides, 604 persons have been engaged as JEs/Nurses/Office assistants/ Law Officers etc.) on contractual basis by outsourcing;
- iii. 293 vacant posts in Ladakh Police have been advertised out of which the recruitment process 213 post was completed and result have been announced.
- iv. The recruitment process of 45 posts advertised by JK Bank stands completed.
- v. 797 UT/divisional cadre posts were referred to SSC for which selection examination has been held w.e.f 1st August, 2022 – 5th August 2022.
- vi. 135 vacant pots of Lecturers have been filled by outsourcing on academic arrangement basis from local youth.
- vii. Similarly, the recruitment for fresh District Level vacant posts is under process and shall be advertised soon.

2. Apportionment/Allocation of posts/manpower to UT Ladakh: -

Besides, 19878 posts have been allocated to UT of Ladakh and additional 1756 (**221 Gazetted and 1535 Non-Gazetted**) additional posts have been transferred recently. 104 additional Gazetted posts and 382 Non-Gazetted Posts are to be transferred by J&K.

12,272 employees have been apportioned to UT of Ladakh. The service credentials of 1167 more employees have been shared with J&K for their apportionment to Ladakh. Approx. 1400 apportionment of employees to UT of Ladakh is pending. On request of J&K Government, the credentials of these employees are being verified with regard to their appointment on substantive basis.

The recruitment rules for 49 departments have been finalized. While notifying the recruitment rules we are ensuring that national standards of eligibility are met e.g. Central Teachers eligibly test has been made mandatory for recruitment to the post of Teachers. This shall surely improve the quality of education in Government Schools

3. The UT Administration of Ladakh with due diligence made all requisite arrangements for successful conduct of online (CB) Examination for the aspirants of SSC in various Centre in both Kargil and Leh districts.

The process of framing of Recruitment Rules (RRs) of Gazetted Cadres have been undertaken. Draft RRS of gazetted services are being sent to MHA for seeking approval of the competent authority.

Beside this timely Promotions are being made in all departments on stop-gap basis to fill Vacant quota posts by giving higher charges to the eligible employees. This shall address issues of stagnation and ensure career progress.

4. State Services: -

Further, till the issue of separate feeder cadres for administrative, police, forest services in Ladakh are decided, the cadre of JKAS, JKPS and JKFS will be common for both the UTs.

5. Trainings & Capacity Building: -

The Administration of UT Ladakh has organized/nominated 1005 (appr.) officers and officials for training programme/capacity building on diverse subjects in liaison with several national institutes of Govt. of India and also deputed employees outside UT for capacity building.

6. Many UT Level Committees have been constituted for implementation of acts, schemes and programme of the Govt. of India.

7. E-Governance/Simple & Efficient Government initiatives: -

To make the decision-making process faster, we have adopted e-office and so far there are **550** number of e-Office users and **8163 files**, moved=128248 since 31st Oct, 2020

- i. The UT Secretariat, All the directors/HODs are onboard on e-office. Deputy Commissioner office, Leh-71 users, DC Kargil -48 users, BDO Office- All 31 BDOs have been on boarded on e-office.
- ii. Online grievance redressal Mechanism -CPGRAMS.
- iii. Bio-metric Attendance System (BAS) implemented in UT Secretariat and other offices.

iv. E-HRMS/Digital NIC

Data base as well as full online HRM system of all employees is being developed based on 'NIC-Digital' Portal in consultation with NIC, New Delhi. It shall comprise of digital management of issues such as leave, transfer, Vigilance, e-service book, LTC, Medical Allowance etc.

8. Empowerment of Employees: -

Awards: -

The General Administration Department for the first time institutionalized the process of recommendation for conferment of State Awards in various categories such as Bravery, Literature, Art and Craft, Sports, Teaching & Academics, Public Services, Social Reforms, Empowerment & Environment Protection. The Administration has conferred 16 Awards for the year 2020 and 10 Awards for the year 2021 in various categories for their contribution in various field. The awardees are conferred with a Medal, Citation and cash amount of Rs 51000/- amount.

To recognize excellence and outstanding services for the year 2021 of the 10 awardees; 03 Public Servants were conferred with **State Award**.

Besides the above nominations of public servants are also forwarded regarding **Padma Awards** and **PM Award for Excellence in Public Administration**.

Act & Rules:

The rules/regulations uploaded on Ladakh e-Gazette portal <https://egazette.ladakh.gov.in> is supervised by General Administration Department and maintained by NIC, M/o Electronics and Information Technology, Govt. of India which provides an online access to nearly 134 Gazette in various category on various subject like Department Recruitment Rules, important Acts, Notification and Regulation notified in UT Ladakh.

The General Administration Department has notified Union territory of Ladakh Secretariat (Subordinate) Service Recruitment Rules, 2022.

Notifications:

Orders/Circulars/S.O issued by General Administration Department on various subjects such as Constitution of Committee, Transfer and Posting, Deputation of officers/official, Appointment of Nodal Officer, List of Holiday, State Award Scheme etc. are available in electronic form on the Ladakh UT Website <https://ladakh.nic.in>.

Media Gallery: Events/ Photo Gallery



GAD Organized Capacity Building Programme in Collaboration with DARPG.



Training on Recruitment related matters in Conference Hall Secretariat



Participant attending virtual Training on RTI Act, 2005 at NIELIT, Leh

CHAPTER- 3

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Department is headed by Commissioner/Secretary, Sh. Ajeet Kumar Sahu, IAS. The Commissioner/ Secretary is assisted by following officers at the level of Deputy Secretary/ Under Secretary in placing the various matters/issues of the department, services of the employees, etc to the competent authority for taking decision and in providing suggest about the matters.

- Ms. Sonam Chhosdon, JKAS, Deputy Secretary is tasked with the processing of files related to issues ranging from service matters, transfer posting, deputation, opinion related files of departments, compassionate appointment, coordination matters etc.
- Mr. Zakir Hussain, JKAS, Deputy Secretary (Deals with Capacity Building & Training, LAHDC matter).
- Ms. Stanzin Donsal, Sr. Accounts Officer GAD (Deals with all finance related matters of GAD)
- Mr. Tsewang Nurboo , Planning -All matters pertaining to planning section of GAD.

CHAPTER -4

NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER(s) (PIO) & FIRST APPELLATE AUTHORITY (FAA)

S. No.	Name of the Department	Name & Designation of the Public Information Officer (PIO)	Name and Designation of the First Appellate Authority (FAA)
1	General Administration Department and Stationery & Office Supplies	Ms. Sonam Chhosdon, JKAS (Deputy Secretary)	Sh. Ajeet Kumar Sahu, IAS Commissioner/Secretary

CHAPTER -5

RTI Applications Received and Reply sent Calendar Year 2021-2022

<u>S.No</u>	<u>Applicant's Details</u>	<u>Subject</u>	<u>Status</u>
1	Mr. G Muralidhar Rao, R/o Hyderabad	Details reg. ST, SC and OBCs enlisted in UT Ladakh	Reply sent on 24.03.2021
2	Mr M Patil, R/o Maharashtra	Pay fixation of IAS batch of 2011 & 2012 AGMUT Cadre	Reply sent on 18.08.2021
3	Mr. Tsering Angchuk, R/o Leh	Regarding details of overtime duties by employees of Ladakh and over time allowance	Reply sent on 24.09.2021
4	Mr. Badrul Duja, R/o Srinagar	Reg. sexual harassment committee in Ladakh and details	Reply sent on 05.10.2021
6	Mr. K.N. Sakthivel R/o Bengaluru	Reg. sexual harassment of women at workplace	Reply sent on 11.02.2022
7	Mr. K.N. Sakthivel R/o Bengaluru	Details of employees (permanent /temporary)	Reply sent on 11.02.2022
8	Mr. K.N. Sakthivel R/o Bengaluru	Reg. sexual harassment of women at workplace & details of LCC	Reply sent on 18.01.2022
9	Mr. K.A. Paul, R/o Bengaluru	Reg. Disproportionate Assets	Reply sent on 08.08.2022

Ques- Were any appeals filed under Section 19(1) of the RTI Act, 2005?

Ans- No Appeals were filed.

CHAPTER -6

Monthly remuneration/salaries of Officers/Officials of the Department

S.No	Name of the Officer/Officials	Designation	Pay level	Monthly pay/remuneration
1.	Sh. Ajeet Kumar Sahu, IAS	Commissioner/Secretary	L-14	144200/-
2.	Ms. Sonam Chhosdon JKAS	Deputy Secretary	L-11	117000/-
3.	Mr. Zakir Hussain, JKAS	Deputy Secretary	L-11	117000/-
4.	Mr. Swami Raj	Section Officer	L-6 B	62800/-
5.	Mr. Chewang Rinchin	Head Assistant	L-6 B	78999/-
6.	Ms. Rehana Fatima	Junior Assistant	L-4	43543/-
7.	Mr. Stanzin Paljor	Junior Assistant	L-4	42300/-
8.	Mr. Thinley Dorjey	D.O.E (Outsourced)		20000/-
9.	Ms. Khorshida Banoo	Helper	SL-1	47000/-

Contact Us

Email: gad.utladakh@ladakh.gov.in

Landline No. Personal Section -01982-259220

Address: The Administration of Union Territory of Ladakh
First Floor, UT Secretariat Building,
Near Council Secretariat, Leh, PIN 194101

Quick Links.

1. <https://www.mha.gov.in>
2. <https://dopt.gov.in>
3. <https://jkgad.nic.in>
4. <https://ladakh.nic.in>
5. <https://egazette.ladakh.gov.in>
6. <https://kargil.nic.in>
7. <https://leh.nic.in>