



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F.No: T-11/1/2020- GAD SEC

ई-मेल/email: pstocomsecutl@gmail.com
gad.utladakh@ladakh.gov.in

यूटी सचिवालय, लेह / UT Secretariat, Leh
Dated: -06.03.2023.

Subject: - Conduct of training programme on e-Office for User Level-I (Beginners) and Users Level-II (Advanced) at NIELIT, Leh- Nomination of Officer/Officials for undergoing the offline training programme thereof.

**Order No.: -56- LA (GAD) of 2023,
Dated: -06.03.2023.**

The Administration of the Union territory in collaboration with the NIC, New Delhi shall be organizing training on e-office under **User Level-I (Beginners) and Users Level-II (Advanced) programmes**, in a phased manner covering employees of both the districts, Directorates & UT Secretariat. The 1st Phase of the training programme on e-office for the employees based in Leh district shall held from 6th March – 10th March, 2023.

2. Accordingly, sanction is hereby accorded to the conduct of **User Level-I (Beginners) and Users Level-II (Advanced)** training programmes on e-Office under phase-I for the employees based in Leh Districts including employees of the Directorates & UT Secretariat in physical/offline mode at NIELIT, Leh from **06.03.2023 to 07.03.2023** and from **09.03.2023 to 10.03.2023**.
3. Director, Hospitality & protocol shall provide accommodation and local transportation facility for the NIC Officials during the training programme at Leh.
4. The expenditure on the training costs like accommodation, transportation of the NIC Official including to & fro air travel expenses of the trainers, refreshment etc shall be met out of the

available budget of GAD under OE component. The Sr. Accounts Officer(D) shall re-reimburse the bills on account of expenditure of the training including the cost of travel & accommodation out of the available budget of GAD.

5. NIC, Leh shall in coordination with NIELIT shall provide required IT support at the training venue.
6. Ms. Nilza Angmo, Scientist 'B' NIC, Leh shall be the course coordinator and shall coordinate for smooth conduct of the training.

It is further ordered, that:

1. All the Officers/Officials figuring in **Annexure 'A'** and **'B'** to this Order shall mandatorily attend their respective training programme on e-Office on the scheduled date and time (10 AM to 5 PM tentative) at NIELIT Campus Leh on dates as indicated in the annexures.
2. The concerned Departments/Offices shall depute their respective Officers/Officials as indicated in **Annexure 'A'** and **'B'** to this order and ensure participation of their employees for **User Level-I (Beginners)** from **06.03.2023 to 07.03.2023** and **Users Level-II (Advanced) training** programme from **09.03.2023 to 10.03.2023**, being organized in collaboration with NIC New Delhi at NIELIT, Leh.

By order of the Administration of UT, Ladakh.

Sd/-
(Ajeet Kumar Sahu) IAS

Commissioner/ Secretary,
General Administration Department.

Copy to the: -

1. Administrative Secretaries concerned.
2. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
3. Divisional Commissioner, Ladakh.
4. Secretary to Lieutenant Governor.
5. Deputy Commissioners/CEO, LAHDCs, Leh.
6. Heads of the Departments/Controlling Officers concerned.
7. Director, Hospitality & Protocol.
8. Joint Director, Information.
9. Technical Director, NIC, Leh.
10. Sr, Accounts Officer (D), UT Secretariat.
11. OSD to Lieutenant Governor for information of the Hon'ble Lieutenant Governor.

12. Pvt. Secretary to Advisor, Ladakh for information of the Advisor.
13. Superintendent, Archives, Archaeology & Museums.
14. Pvt. Secretary to Commissioner/Secretary, General Administration Department for information of the Commissioner Secretary.
15. Concerned Officials.
16. Order/Stock file (w.2.s.c)/e-file No.39.

(जाकिर हुसैन/Zakir Hussain) JKAS,
प्रशासन के उप सचिव/Deputy Secretary to the Administration.

Annexure 'A to Order No.56-LA(GAD) of 2023 dated:-06.03.2023.

List of nominees for the offline CBP on e-office for Users (Level-1) training scheduled on 6th – 7th March, 2023 (Monday & Tuesday).

S.No	Name	Designation	Department/Office
1.	Sh. Phuntsog Angdu	Section Officer	DC Office Leh
2.	Sh. Urgain Namdol	Junior Assistant	
3.	Deepak Sharma	MTS	Secretary YSS
4.	Sh. Namgail Dorje	Junior Assistant,	Secretary PDD
5.	Ms. Padma Chorol	Sr. Assistant	Office of C/S (AKS)
6.	Sh. Tsewang Punchok	Chief Horticulture Officer Leh	Horticulture
7.	Sh Jigmet Tsering	Jr. Assistant	
8.	Sh. Abdul Majid	Deputy Secretary	H&UDD
9.	Sh. Konchok Gyalson	Deputy Director	H&ME
10.	Ms. Kunzes Dolma	Steno typist cum PA to Secretary	Law Department
11.	Ms. Masooma Bano	Sr. Assistant	Information
12.	Sh. Tsering Motup	AAO, PAO Leh	Finance Department
13.	Ms. Kunzang Dolma	Junior Assistant	Mechanical Division Leh
14.	Ms. Jigmet Angmo	I/C Assistant Account	RTO
15.	Faoq Ahmed	Computer Assistant	Transport/RDD
16.	Sh. Tashi Dorje	Technical Officer	Superintending Engineer Office
17.	Ghulam Abbass	AEE	PWD (R&B)
18.	Sh. Mohd Ali Khan	Jr. Assistant	Chief Engineer Office PWD (R&B)
19.	Parvez Ahmed	Jr. Assistant	PHE Department
20.	Sh. Rigzin Dorje	Jr. Assistant	Secy T&C
21.	Mrs. Tsering Dolker	Information Assistant	GAD
22.	Sh. Asadullah	Sr. Assistant	Advisor Office
23.	Sh. Sonam Stobgais	Jr. Assistant	Attached with OSD to Advisor (Taqi)
24.	Sh. Fahim Rasool	ASK	Office of the Secretary (FCSCA)
25.	Disket Angmo	Law Officer	GAD/PWD/PHE

Annexure 'B' to Order No. No.56-LA(GAD) of 2023 dated:-06.03.2023.

List of nominees for the offline CBP on e-office for Advance Users (Level-2) training scheduled on 9th – 10th March 2023 (Thursday & Friday).

S.No	Name	Designation	Department/Office
1.	Sh. Sanjeev Khirwar	Principal Secretary	School Education Department
2.	Sh. Yetindra M. Maralkar	Secretary	Food Civil Supply
3.	Sh. Zahida Bano	Director	Housing & Urban Development Department
4.	Sh. Nazir Sheikh	Director	Industry & Commerce Department
5.	Sh. Rakesh Kumar	CAO	Finance Department
6.	Sh. Sukhdeep Singh Dheer,	CAO	
7.	Sh. Tsewang Paljor	SE PDD	Power Development Department
8.	Sh. Tashi Chombel	Chief Engineer PWD	PWD (R&B)
9.	Sh. Sh. Gulam Nabi	Ex. En. PMGSY	
10.	Sh. Mohd Ayub	Sr. Steno (PA)	
11.	Sh. Tsering Paldan	RTO	RTO Ladakh
12.	Ms. Kunzes Angmo	Director	Tourism Department
13.	Mrs. Tashi Dolma	Additional Secretary	Home Department
14.	Ms. Sonam Chhosdon	Deputy Secretary	GAD
15.	Ms. Stanzin Donsal	Sr. Account Officer	UT Secretariat
16.	Sh. Shabir Hussain	ACR	Deputy Commissioner, Leh
17.	Sh. Mohd Shabbir	OSD	Principal Secretary (PK)
18.	Sh. Thinles Dawa	Chief Agriculture Officer	Agriculture Department
19.	Sh. Muhammad Ali Tak	OSD with Secretary	Office of the Secretary Tourism
20.	Dr. Mohd Abbas	Deputy Registrar Cooperatives, Leh	Cooperative Department.
21.	Sh. Lobzang Angdus	Law Officer	Law Department
22.	Ms. Sonam Palzias	Documentation Assistant	Office of Principal Secretary, H&ME
23.	Ms. Zahera Begum	Lecturer	Office of the C/S (PA)
24.	Sh. Khadim Hussain	Junior Assistant	Office of the Secretary PDD
25.	Ms. Nazia Qadir	Sr. Assistant	Industries & Commerce Department

Reserved list of nominees for offline CBP on e-office for Advance Users (Level-2) training scheduled on 9th – 10th March 2023 (Thursday & Friday):

1. Sh. Moses Kunzang, JKAS, Director, FCS& CA.
2. Ms. Tashi Dolma, JKAS, Additional Secretary.
3. Sh. Sonam Norboo, JKAS, ACD, Leh.
4. Sh. Sonam Chosjor, ADC, Leh.
5. Dr. Stanzin Thakchos, OSD with Adm. Secretary (RK).
6. Sh. Zahoor Ahmed, ASK, FCS& CA.

(जाकिर हुसैन/Zakir Hussain) JKAS,
प्रशासन के उप सचिव/Deputy Secretary to the Administration.