



संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F.No:- M-11012/6/2020-GAD SEC

ई-मेल/email:

gad.utladakh@ladakh.gov.in

यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated:-21/04/2023

Subject:- Y-20 pre-summit scheduled to be organized in Leh, Ladakh w.e.f. 25th to 28th April 2023- attendance and availing of leave by employees thereof.

Circular No:-05-LA (GAD) of 2023

Dated:- 21 -04-2023

Y-20 pre summit is scheduled to be organized in Leh Ladakh under the overall framework of G-20 Summit w.e.f. 25th – 28th April 2023.

To ensure smooth and hassle free conduct of the events and for effective coordination the following instructions are issued for strict compliance by all government employees:-

1. Request for leave of any kind shall not be entertained except in deserving cases on due merits/ justification during the aforesaid period. Such employees shall proceed on leave only after appropriate order is issued by the leave sanctioning authority.
2. No employee shall remain on leave without seeking prior permission of the competent authority and in no case shall proceed on leave in anticipation of its sanction by the HoDs/ controlling officers.
3. All employees shall regularly attend to their office work and if found absent without seeking permission of the competent authority shall be treated as unauthorized absence and be liable for disciplinary action under conduct rules.

4. No employee shall leave the HQ without permission of the competent authority and remain available on phone even during the holidays, if any, to attend the urgent works.
5. All employees shall ensure strict compliance of aforesaid instructions without fail.

By order of Administration of UT of 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. Deputy Commissioner/CEO, LAHDCs, Leh and Kargil.
4. All Directors/HODs/Chief Engineers/Registrar UoL, Ladakh.
5. District Informatics Officer, NIC, UT Ladakh for uploading on the UT website.
6. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.
7. E-office-KMS Portal.

(Sonam Chhosdon/सोनम छोसडोन)
Deputy Secretary/ उप सचिव
General Administration Department/ सामान्य प्रशासन विभाग