

I/12081/2023

  
आज़ादी का  
अमृत महोत्सव  
संघ राज्य प्रशासन, लद्दाख  
सूचना प्रौद्योगिकी विभाग



  
भारत 2023 INDIA  
**THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH  
INFORMATION TECHNOLOGY DEPARTMENT**

ई-मेल/email:

दूरभाष /tele: : 01982-255567

लेह/Leh, dated: 11/07/2023

**Subject: Handling of communications (Correspondence / Dak) through e-office platform - reg.**

**Circular No: 03-IT(UTL) OF 2023**

**Dated: 11-07-2023**

In terms of Circular No. 15-LA (GAD) of 2023 dated: 11-11-2020 issued by the General Administration Department UT Ladakh regarding implementation of e-office in Secretariat of UT Administration, instructions were issued regarding existing Receipt / Dispatch Sections shall be converted into Central Receipt Unit (CRU) as per guidelines of e-office and all the Receipt / Dispatch dak should be uploaded on the e-Office Platform by Central Receipt Unit on daily basis so that the requisite Dak can be put-up to the concerned officer on e-Office platform only.

Despite successful transition to e-office platform, it has been observed that physical communications are still being entertained in UT Secretariat Leh and Dak is being presented in a physical form to the Administrative Secretaries as on Date.

In order to address this important issue, it has been decided that a common Central Receipt Unit is being established by the IT Department which shall act a Single Point of Receipt / Dispatch of Dak for / to respective administrative departments so that all officers can peruse their communications through e-Office Receipt only and further forward them to concerned with necessary directions. It shall enhance not only efficiency in the disposal of work of the departments but shall also enable Administrative Secretaries and officers down below to attend to Dak and communications while being outside the offices so as to remain constantly in-touch with the disposal of office work through e-Dak and e-Office which is one amongst the major objectives of switching over to e-Office platform.

Accordingly, in order to ensure the compliance with the guidelines of e-Office, it is enjoined upon all the Administrative Secretaries of UT Ladakh to intervene personally and impart necessary directions to all their respective sub-ordinate staff that henceforth, all the communications shall be handled only through common Central Receipt Unit (CRU) only in all administrative departments of UT Ladakh and the same

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shall be forwarded to respective officers / officials down the line with necessary instructions through online / e-Office mode only.

Sd/-

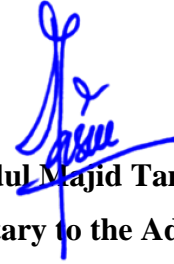
(श्री अमित शर्मा) (Sh. Amit Sharma) IAS  
( प्रशासकीय सचिव ) Administrative Secretary  
(सूचना प्रौद्योगिकी विभाग ) Information Technology Department

No: SECY/IT/UTL/2023/ 1542

Dated: 11-07-2023

Copy to the:

1. All Administrative Secretaries, UT Ladakh.
2. DIO NIC UT Ladakh with the request to upload on the official website.
3. OSD with Lt. Governor, Ladakh for information of the Hon'ble LG, Ladakh.
4. OSD with Advisor to the Hon'ble Lt. Governor for information of the Advisor.



(अब्दुल मजीद तांत्रे) / (Abdul Majid Tantray) JKAS,  
(प्रशासन के उप सचिव) / Deputy Secretary to the Administration