

संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION  
DEPARTMENT

F.No: A/276/2022-GAD SEC

ई-मेल/email:

[gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)

यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated: -18/08/2023

**Subject:- Implementation of E-SAM ( System of Assets Management) in UT Ladakh.**

**Order No: -268-LA(GAD) of 2023**

**Dated:- 18-08-2023**

UT Administration of Ladakh has launched e-SAM (System of Assets Management) for planning and controlling the acquisition, operation, maintenance, renewal and disposal of organizational assets. The portal of the E-SAM can be accessed on <https://eassets.ladakh.gov.in>.

2. E-SAM shall be managed by General Administration Department and would be serviced by its Accounts Wing.
3. User manual for this portal has been uploaded on the portal which can be viewed by the officer/DDO after login into the portal.
4. This system shall be implemented in all the departments in UT Administration of Ladakh and would replace the manual system of assets management. All secretariat, HODs, field offices shall move to the new system of inventory/assets management as per following schedule after which no physical stock register shall be maintained and all inventory/stock and assets shall be maintained in online mode only:
  - i) Secretariat offices and HODs: by or before 30 September 2023
  - ii) District offices and other subordinate offices: By or before 30 October 2023
5. Initially the stock procured during current FY i.e. 2023-24 be entered on the portal and later the legacy data should be entered going backward i.e. FY 2022-23, 2021-22 and likewise.
6. All HoDs are already registered on the portal and user ID and Password has been provided. If they have not received it, the same may be collected from Account Section of GAD. HoDs shall ensure registration of their Store In-charge and DDOs on the portal for its implementation.

*[Handwritten Signature]*  
18.8.2023

7. In case of any technical handholding support required, the officers may contact:

(i) Mr. Mohd. Rouf Wani, State Informatics Officer, Ladakh ([Email-sio-ldk@nic.in](mailto:Email-sio-ldk@nic.in) and Mob-9906569041).

(ii) Ms. Stanzein Sedol Scientist 'B' NIC Ladakh ([Email-s.sedol@nic.in](mailto:Email-s.sedol@nic.in) and Mob-9622974983).

8. The General Administration Department shall create a separate cell with the manpower which has already been outsourced for implementation and subsequent maintenance, hosting and other IT support for smooth operation and running of the website.

NIC Ladakh shall provide all required support to GAD in technical issues.

**By Order of competent authority.**

**Sd/-**  
**(Ajeet Kumar Sahu) IAS**  
Commissioner/Secretary  
General Administration Department

**Copy to: -**

1. All Administrative Secretaries, UT Secretariat, Ladakh.
2. Additional Director General of Police, Ladakh.
3. Secretary to Hon'ble Lt. Governor UT of Ladakh for information of Hon'ble Lt. Governor.
4. Deputy Commissioner/CEO, LAHDC, Leh/Kargil.
5. Sr. Account Officer GAD UT Secretariat.
6. State Informatics Officers, NIC, Unit Ladakh
7. District Informatics Officer, NIC, UT Ladakh for uploading on UT website.
8. Ms. Stanzein Sedol, Scientist 'B', NIC Ladakh.
9. Private Secretary to Advisor to Hon'ble Lt. Governor for information of the Advisor to Hon'ble Lt. Governor Ladakh.
10. E-office file.

  
18. 8. 2023

(Sonam Chhosdon/सोनम छोसडोन)

Deputy Secretary/ उप सचिव

General Administration Department/ सामान्य प्रशासन विभाग