



संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION  
DEPARTMENT

**F.No: M/355/2021-GAD SEC**

ई-मेल/email: [gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)

यूटी सचिवालय, लेह / UT Secretariat, Leh,

Dated: 21.09.2023.

**Subject:- Arrangements for the Swearing-in Ceremony of the State Election Commissioner.**

Ref:- Letter No. 3-7/EC/Genl./2021/1170 dated:- 19.09.2023 received from State Election Commission for UT's.

**Order No.308-LA(GAD) of 2023,  
Dated:21.09.2023.**

In order to ensure smooth and hassle-free conduct of the Swearing-in Ceremony of the **State Election Commissioner appointed vide notification S.O.67 dated:12.09.2023, on 23.09.2023 at Leh**, the following assignments/responsibilities of Officers as indicated against each are hereby ordered, with immediate effect:

S.No.	Assignment	Name of responsible Officer	Responsibilities
1.	Overall-coordination	<b>Sh. Amit Sharma, IAS</b> , Secretary, Rural Development & Panchayati Raj Department.  He shall be assisted by <b>Sh. Tahir Hussain</b> , Director, Rural Development and <b>Sh. Mohit Sharma,JKAS</b> , Under Secretary, Rural Development & Panchayati Raj Department.	a. Overall coordination and monitoring for smooth conduct of the event. b. Arrangement of air tickets of the SEC & other Official of SEC etc.
2.	Venue Management, Logistics, invitation Reception, drinking water, power supply & law & order etc. in	<b>Sh. Santosh Sukhadeve, IAS</b> , Deputy Commissioner/CEO LAHDC, Leh.	a. Coordination and liaison with the concerned department (RDD) and the Overall Coordinator for proper logistic arrangements at the venue, as may require. b. He shall also ensure

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	coordination with the Secretary, RDD.		appointment of nodal officers/liaison officers/reception committee for reception, as may be required.
3.	NIC support for live webcast of event, if required.	<b>Sh. Phunchok Paldan,</b> Scientist, NIC Leh.	a. All required NIC Support. b. To ensure arrangements w.r.t. projection, audio system and streaming in coordination with DC, Leh.
4.	Medical Support	<b>Dr. Mutup Dorje,</b> Director Health Services.	Required Medical Support at the venue.
5.	Media Coverage and coordination	<b>Sh. Imteeyaz Kacho, JKAS,</b> Joint Director, Information Department, Ladakh.	Invitation and coordination to media and proper coverage of event and live updates on Social Media.
6.	Catering/High Tea etc, Decoration, and other arrangements at venue in coordination with overall Coordinator.	<b>Ms. Kunzes Angmo, JKAS</b> Joint Director Hospitality & Protocol She will be assisted by <b>Account Officer AO</b> (Hospitality and Protocol Department)	To ensure arrangements w.r.t decoration, standees, High Tea preparations, and catering etc.

The Rural Development & Panchayati Raj, Department shall be the Nodal Department for smooth conduct of the Swearing-in Ceremony of the State Election Commissioner on 23.09.2023 (Saturday) at the Venue in consultation with Office of the Hon'ble Lieutenant Governor.

**By order of the Administration of UT, Ladakh.**

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**Sd/-**  
**(Yetindra M. Maralkar,) IAS**  
Administrative Secretary,  
General Administration Department.

**Copy to all concerned Officers as listed above for immediate compliance.**

**Copy also to the: -**

1. All Administrative Secretaries.

2. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Government of India
3. Additional Director General of Police, Ladakh.
4. Secretary to Hon'ble Lieutenant Governor.
5. Sh. S.K. Gupta, Secretary, Election Commission for UT's.
6. Deputy Commissioners/CEOs, LAHDC Leh/Kargil.
7. All Heads of the Departments.
8. Joint Director Information.
9. District Informatics Officer, NIC, Ladakh for uploading on the UT website.
10. OSD to Lieutenant Governor for information of Hon'ble Lieutenant Governor.
11. Pvt. Secretaries to Chief Executive Councilors, LAHDC, Leh/Kargil for information of the Hon'ble CECs.
12. Private Secretary to Advisor to Hon'ble Lieutenant Governor for information of the Advisor.
13. Superintendent Archives, Archaeology & Museums.
14. Pvt. Secretary to Administrative Secretary, General Administration Department for information of the Secretary.
15. Order/stock file (w2sc)/e-office file.

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**(जाकिर हुसैन/Zakir Hussain) JKAS,**

प्रशासन के उप सचिव/Deputy Secretary to the Administration.