



संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION
DEPARTMENT

F.No: M-17027/1/2020-O/o Un Secy - GAD

ई-मेल/email:

gad.utladakh@ladakh.gov.in

यूटी सचिवालय/UT Secretariat

लेह/Leh, Daed:- 24/11/2023

Subject:- Implementation of e-office in all the offices of UT Administration of Ladakh.

Circular No: - 12-LA(GAD) of 2023

Dated: - 24.11.2023

In order to enhance the efficiency, smoother transaction of file and to reduce reliance on physical paperwork, the UT Administration has instructed multiple times to all the departments for implementation of e-Office in their respective departments/Offices to improve overall business processes.

However, despite aforesaid instructions several departments/offices are yet to complete onboarding process on e-office platform. In light of this, all Administrative Secretaries, Deputy Commissioners, HODs/Chief Engineers are requested to submit the details of the officers/staff to be onboarded on e-office Ladakh in the enclosed Excel format by 11th December, 2023 to IT Department for creation of e-office accounts.

Furthermore, Deputy Commissioners, HoDs and Chief Engineers are requested to furnish ATR on the steps taken for migrating to e-office system by their department and in their subordinate offices. These reports should be submitted to the General Administration Department, Ladakh through respective Administrative Secretaries on 28th November and 4th December 2023.

In light of the above, it is once again impressed upon all the Heads of the Department to complete the onboarding process of their respective offices on e-office by **11th of December, 2023**. No physical movement of the file shall be accepted thereafter.

By order of UT Administration of Ladakh.

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

Copy to the:-

1. All Administrative Secretaries, UT Administration Ladakh.
2. Additional Director General of Police, Ladakh.
3. Deputy Commissioner/CEO, LAHDC, Leh & Kargil.

4. All Director/Chief Engineers/Registrar, UOL, Ladakh.
5. District Informatics Officer, NIC, Ladakh for uploading on UT website.
6. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor.
7. Order e-office file.

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रिगज़िन स्पलगोन/Rigzin Spalgon), JKAS

प्रशासन के उप सचिव/Deputy Secretary to the Administration