

I/18692/2024

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग



THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION  
DEPARTMENT

F. No.: M – 17027 / 2 / 2020 – GAD SEC

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यूटी सचिवालय / UT Secretariat

लेह / Leh, Dated: 13/02/2024

**Subject: Implementation of Online RTI Portal in UT of Ladakh under RTI Act, 2005...reg.**

*Ref.: Order No. 267-LA(GAD) of 2023 dated: 18.08.2023 issued by General Administration Department.*

**Circular No: 04-LA (GAD) of 2024**

**Dated: 13-02-2024**

Vide above reference, the UT Administration of Ladakh has launched the RTI Portal under RTI Act, 2005 to facilitate citizens to file RTI Applications and First Appeals online. The RTI Portal for the Administration of UT of Ladakh has been developed and designed by the NIC, Karnataka as a replica of their Karnataka RTI portal.

In order to implement the same, details of Public Information Officers and First Appellate Authority from Departments became mandatory for which the General Administration Department had sought the details from the all Departments vide OM No. A/276/2022-GAD SEC dated: 30.06.2023 issued.

Since online RTI Portal is a new initiative of the Administration of UT of Ladakh and in order to ensure its smooth functioning and operationalizing of the portal, one day training programme was conducted by the NIC, Karnataka team in coordination with NIC, Ladakh and General Administration Department, UT of Ladakh to all Nodal Officers on 31<sup>st</sup> July 2023.

Accordingly, the General Administration Department, Ladakh has generated and shared the username and password of all Nodal Officers account on their respective mail addresses, submitted to this Department.

However, it has been observed that despite many directions issued from time to time, many Departments have not complied with the direction for on boarding of Public Information Officer (PIO) and First Appellate Authority (FAA) on the portal. The

list of public authority / Departments without PIO and FAA is enclosed as **Annexure "A"**.

Further, it has come to the notice of Higher Authorities, that the RTI Applications received by the Departments / Public Authorities from citizen are not being disposed within the prescribed time frame. The list of RTI Applications pending in respective of each Department is enclosed as **Annexure "B"**.

Therefore, the undersigned is directed to request all the concerned Administrative Secretaries / HoDs / Chief Engineers / Registrar, University of Ladakh to take necessary action for onboarding of PIO and FAA at the earliest and by **29<sup>th</sup> February, 2024**. Further, it is enjoined upon each PIO and FAA to dispose the pending RTI applications immediately in a time bound manner and without brooking delay.

A compliance report may be submitted by each HoD through their Administrative Secretary, on or before **05<sup>th</sup> March, 2024**, to the GAD, for compilation and appraisal of the Advisor to Lt. Governor, UT of Ladakh.

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

**Sd/-**

**(Michael M. D'Souza) IAS**  
Administrative Secretary  
General Administration Department

**Copy to the:**

1. *All Administrative Secretaries, UT Secretariat, Ladakh.*
2. *Deputy Commissioner/CEO, LAHDCs, Leh and Kargil.*
3. *All Directors / HODs / Chief Engineers / Registrar UoL, Ladakh.*
4. *Director (IT), NIC, UT Ladakh for uploading on the UT website.*
5. *Joint Director Information, Ladakh for wide dissemination in all mediums of information.*
6. *Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.*

**(रिगज़िन स्पलगोन /Rigzin Spalgon) JKAS**

Deputy Secretary/ उप सचिव  
General Administration Department

## Annexure 'A'

S NO	PUBLIC AUTHORITY	S NO.	PUBLIC AUTHORITY	S NO.	PUBLIC AUTHORITY
1	Degree College Drass	31	Directorate Uraban Local Body	61	Secretariat Rural Development and Panchayat Raj Department
2	Degree College Zanskar	32	Office of the Assistant Labour Commissioner,	62	Directorate FCS CA
3	Pay and Account Officer	33	Director Tourism	63	Regional Transport Officer
4	Food civil supplies and	34	Directorate School	64	Assistant Regional Transport
5	District Social Welfare Leh	35	Director Social Welfare	65	District Programme Officer ICDS Project Kargil
6	CMO Kargil	36	PWD Office Leh	66	District Social Welfare Kargil
7	Chief Engineer I&FC	37	Office of the Assistant Labour Commissioner	67	Chief Horticulture Officer Kargil
8	District Programme Officer ICDS Project Leh	38	Directorate Horticulture	68	Assistant Director Fisheries Kargil
9	District Youth Service & Sport Officer Kargil	39	Additional Registrar Cooperatives	69	Chief Agriculture Officer Leh
10	Chief Animal Husbandry	40	Additional Registrar	70	District Fund Office Leh
11	Assistant Director Fisheries Leh	41	Animal Sheep Husbandry & Fisheries Department	71	Pay and Account Officer Kargil
12	PWD Office Kargil	42	Chief Engineer PWD	72	District Industries Centre Leh
13	District Offices PD& MD	43	Chief Engineer	73	Handicraft Office Kargil
14	District Fund Office Kargil	44	Directorate FCS&CA	74	Handloom Office Kargil
15	Handicraft Office Leh	45	Secretariat Law Department	75	Office of Assistant Director Toursim Office kargil
16	Handloom Office Leh	46	Secretariat Animal Sheep Husbandry Fisheries	76	District Information Centre Kargil
17	Geology and Mining	47	Secretariat Youth Services & Sports	77	Industrial Training Institute (ITI) Kargil
18	Kargil Development Authority	48	Secretariat Food Civil Supplies Consumer	78	Industrial Training Institute ITI Leh
19	Zanskar Development	49	Secretariat Transport	79	Govt Polytechnic Leh
20	Tourist Office Zanskar	50	Secretariat Civil Aviation	80	Govt Polytechnic kargil
21	District Information centre Leh	51	Secretariat Technical Education & Skill	81	Rural Development Department Leh
22	Superintending Engineer Mechanical Circle Ladakh	52	Secretariat Election Department	82	Secretariat Science Technology
23	Mechanical Division Leh	53	Secretariat Higher	83	Secretariat Information
24	Mechanical Division Kargil	54	Secretariat Social and Tribal Welfare	84	Secretariat Disaster Management Relief,
25	District Election office	55	Secretariat Information	85	Secretariat Labour Employment
26	Degree College Khaltsi	56	Secretariat Mechanical	86	Divisional Forest Kargil
27	Degree College Nobra	57	Secretariat Planning Development Monitoring	87	Wildlife Division Leh
28	Degree College Leh	58	Secretariat Revenue	88	Joint Director Hospitality
29	District Offices PD& MD	59	Secretariat Forest		
30	Divisional Forest Leh	60	Secretariat Health Medical Education		

## Annexure 'B'

### LIST OF ALL PUBLIC AUTHORITY WISE PENDING REQUESTS CASES

S.No.	Name of Ministry/Department	Pendency
1	Animal Sheep Husbandry & Fisheries Department	<u>3</u>
2	Chief Engineer I&FC	<u>2</u>
3	Chief Horticulture Officer Kargil	<u>1</u>
4	CMO Leh	<u>2</u>
5	Office of Deputy Commissioner Kargil	<u>5</u>
6	Directorate Horticulture	<u>1</u>
7	Directorate Industries & Commerce	<u>1</u>
8	Directorate School Education	<u>15</u>
9	District Sheep Husbandry officer Leh	<u>1</u>
10	District Social Welfare Kargil	<u>1</u>
11	Degree College Zaskar	<u>1</u>
12	Industrial Training Institute (ITI) Kargil	<u>1</u>
13	Pay and Account Officer Leh	<u>1</u>
14	Secretariat Election Department	<u>2</u>
15	Secretariat Home Department	<u>6</u>
16	Secretariat Revenue	<u>4</u>
17	Secretariat Transport Department	<u>2</u>
18	School Education Department	<u>4</u>
19	Secretariat Health Medical Education Department	<u>1</u>
20	Secretariat Rural Development and Panchayat Raj Department	<u>2</u>
21	Secretariat Social and Tribal Welfare Department	<u>1</u>
22	University of Ladakh	<u>4</u>
<b>Total :</b>		<b>61</b>