

I/23659/2024



सत्यमेव जयते

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

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THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F. No.: M – 13 / 2 / 2020 - O/o Un Secy - GAD

यूटी सचिवालय / UT Secretariat

लेह / Leh, Dated: 08.07.2024

Subject: Instructions for Directors/HODS/Officers Headquartered at Kargil- reg.

*Ref.: 1. Circular No. 05-LA(GAD) of 2021 dated: 17.03.2021 issued by GAD, Ladakh.
2. Order No. 50-LA(GAD) of 2022 dated:01.03.2022.*

Circular No: - 06-LA(GAD) of 2024

Dated: - 08.07.2024

It has been brought to the notice of the Administrator of the UT of Ladakh that the Directors/HoDs/Officers headquartered at Kargil do not adhere to the instructions issued in the above referred Circulars and often leave their headquarter on the grounds of having been called for meetings by their superiors at Leh. This disrupts the smooth functioning of official business of district Kargil and leads to major inconvenience to the public.

Therefore, all Directors/HoDs/ Officers headquartered at Kargil are hereby directed to adhere to the instructions issued vide Circular dated: 17.03.2021 and Order dated: 01.03.2022 and must not leave their headquarter without written prior permission of the Advisor to Lt. Governor, in the event they need to move from their Headquarters to Leh in connection with official business. The respective Administrative Secretaries should conduct meetings with the Kargil headquartered Directors/HoDS/Officers through Video conferencing, whenever needed.

The respective Administrative Secretaries shall ensure installation of Biometric Attendance System/ VC Equipment in all offices & institutions under their control by 31st July 2024. They shall submit the monthly Biometric Attendance Report of their Directors/HoDs/Officers to the Advisor to Hon'ble Lt. Governor on 01st of every month for onward transmission to the HLG.

Strict action shall be taken for violation of these Circular instructions.


Fandey
08.07.24.

By order of the Administrator of the UT of Ladakh.

Sd/-
(Michael M. D'Souza) IAS
Administrative Secretary
General Administration Department

Copy to the: -

1. All Administrative Secretaries, Administration of UT of Ladakh.
2. Deputy Commissioner / CEO, LAHDC, Leh & Kargil.
3. All Directors / Chief Engineers, UT of Ladakh and Registrar, UoL, Ladakh.
4. All the HoDs stationed in Kargil, *with instructions to acknowledge the receipt of this Circular.*
5. Director, NIC, Ladakh *for uploading on UT website.*
6. OSD to Hon'ble Lt. Governor, Ladakh *for kind information of Hon'ble Lt. Governor.*
7. Private Secretary to Hon'ble CEC, LAHDC, Leh/Kargil for information of Hon'ble CECs.
8. Private Secretary to Advisor to Hon'ble Lt. Governor, UT of Ladakh *for information of Advisor to Hon'ble Lt. Governor.*


(Sandeep Singh) JKAS
Under Secretary to the Administration