

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION
DEPARTMENT

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

ई-मेल / e-mail:
gad.utladakh@ladakh.gov.in

यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated: 19.03.2025

Subject: Instruction for Directors/HODs/Officers Headquartered at Leh / Kargil -reg.

- Reference:*
1. G.O. No: 39 – LA of 2019 dated 09.07.2019 issued by Ladakh Affairs Department, Government of Jammu & Kashmir.
 2. Circular No.: 05-LA (GAD) of 2021 dated: 17.03.2021 issued by GAD, Ladakh.
 3. Order No: 50-LA (GAD) of 2022 dated: 01.03.2022.
 4. Circular No: 06-LA (GAD) of 2024 dated: 08.07.2024

**Circular No.: 07- LA (GAD) of 2025
Dated: 19.03.2025**

Attention of the Directors / Heads of Departments / Chief Engineers headquartered in Leh / Kargil Districts (*on account of the establishment of Offices / Directorates in the District concerned as per Order dated: 09.07.2019 read at (1) above*) is hereby invited to the Circulars / Orders cited above for compliance to the instructions provided in the aforementioned Orders / Circulars, and to say that these instructions shall apply to all the Directors / Heads of Departments headquartered at Kargil or at Leh.

The Directors/ HODs may conduct tour within their jurisdictions after getting their tour programme approved from their Administrative Secretary well in advance and submit the copies of their tour notes to the Administrative Secretary respectively, endorsing a copy to the office of the Chief Secretary.

This issues with the approval of the Competent Authority.

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 / HoDs / Chief Engineers, UT of Ladakh and Registrar, UoL, Ladakh with the instruction to acknowledge the receipt of this Circular.
4. Director, NIC, Ladakh for uploading on UT Website.

5. Private Secretary to CEC, LAHDC, Leh & Kargil for information of Hon'ble CECs.
6. OSD to Chief Secretary, UT of Ladakh for information of the Chief Secretary, Ladakh.
7. E-office / Order file.

M. Spalgon

19.03.25

(Rigzin Spalgon) JKAS,
Additional Secretary,
General Administration Department.