

HANDBOOK UNDER SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT, 2005 WITH RESPECT TO GENERAL ADMINISTRATION DEPARTMENT.

INTRODUCTION

I. About Department

The General Administration Department, Ladakh by virtue of its duties is the nerve center of the administration. It came into existence after the bifurcation of erstwhile state of J&K into UTs of Jammu & Kashmir and UT Ladakh on 31st October, 2019. The Department functions under the supervision and control of the Hon'ble Lieutenant Governor, Chief Secretary and the Administrative Secretary of GAD.

Vision:

To ensure highest standards of efficiency, transparency, accountability and citizen-centricity in the UT administration by providing efficient, trained, and committed manpower;

To provide expert consultation, services and solutions in an efficient and citizen-focused manner to the Hill Councils, Division, District and Sub-Divisional level administrative units to enable them delivering efficient public service.

Functions:

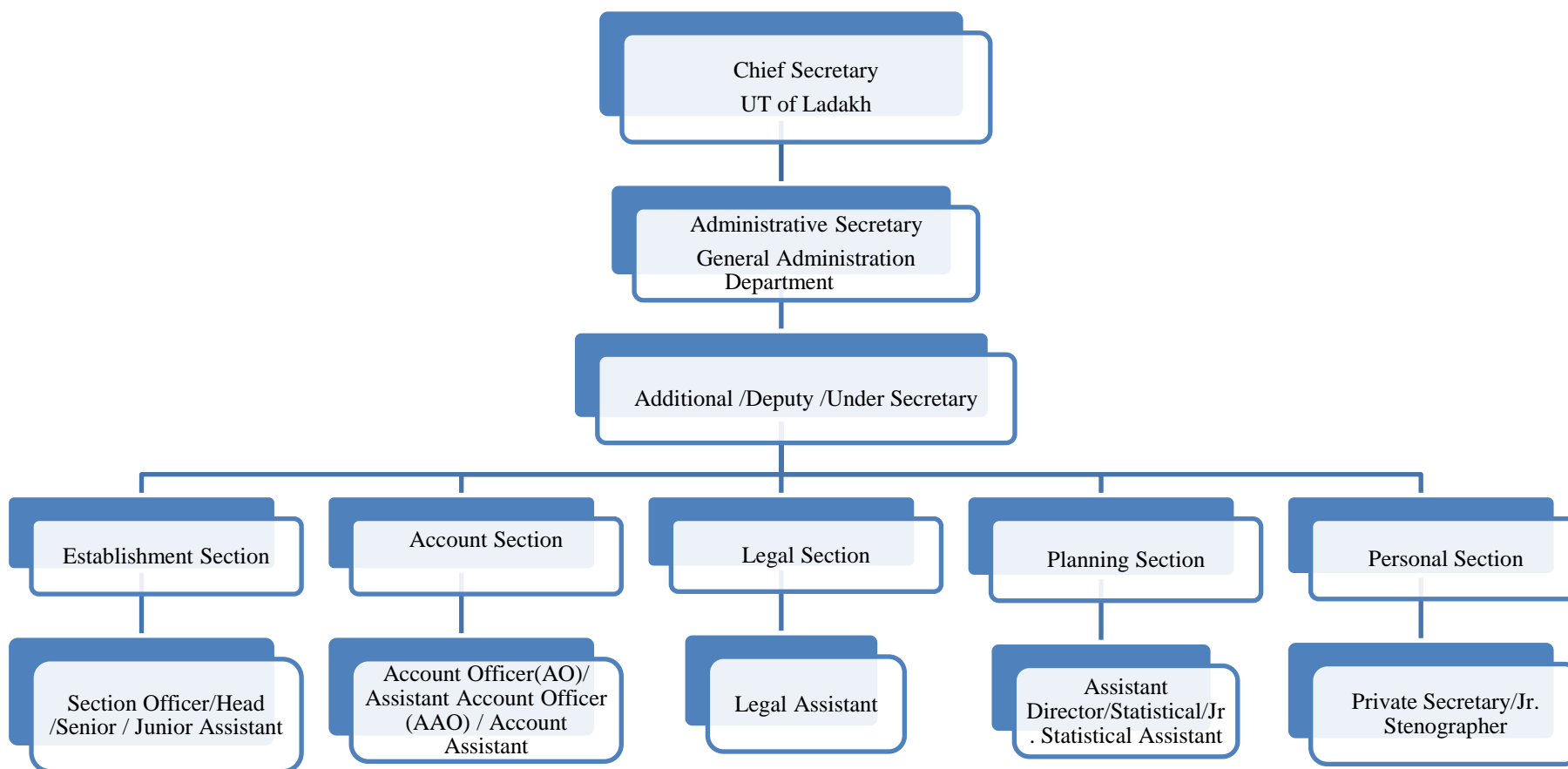
The General Administration Department is mandated with the daunting task of overall Human Resource Management of whole of the UT Administration including departmental re-structuring, cadre review, management of Indian Administrative Service of Ladakh wing of AGMUT Cadre, Ladakh wing of KAS cadre, drafting of recruitment rules, interdepartmental coordination, capacity building and training, public grievance redressal, establishment issues of various departments, coordinating with Ministries in the Govt. of India, implementation of RTI Act, e-governance measures for simple efficient & transparent governance.

Citizen Charter: The GAD being an overarching department strive to provide seamless services to all the citizens at doorstep to the extent possible through all the department and to make the UT Administration of Ladakh through a committed and efficient bureaucracy.

With inception of new Union Territory of Ladakh after bifurcation from erstwhile state of Jammu & Kashmir, the Administration has streamlined the process and business procedure in line with the central government to provide upgraded standards of services, information, consultation, Grievance Redressal. In order to fulfil the above mandate, the Administration has implemented e-office system at Secretariat, Directorate and District Level. These measures have led to greater transparency in the offices/department. The RTI Act, 2005 of the Central Government is being implemented in UT Ladakh and in addition to that CPGRAMS is also functioning to address the public grievances.

Particulars of Organization, Functions and Duties.

Organization Chart

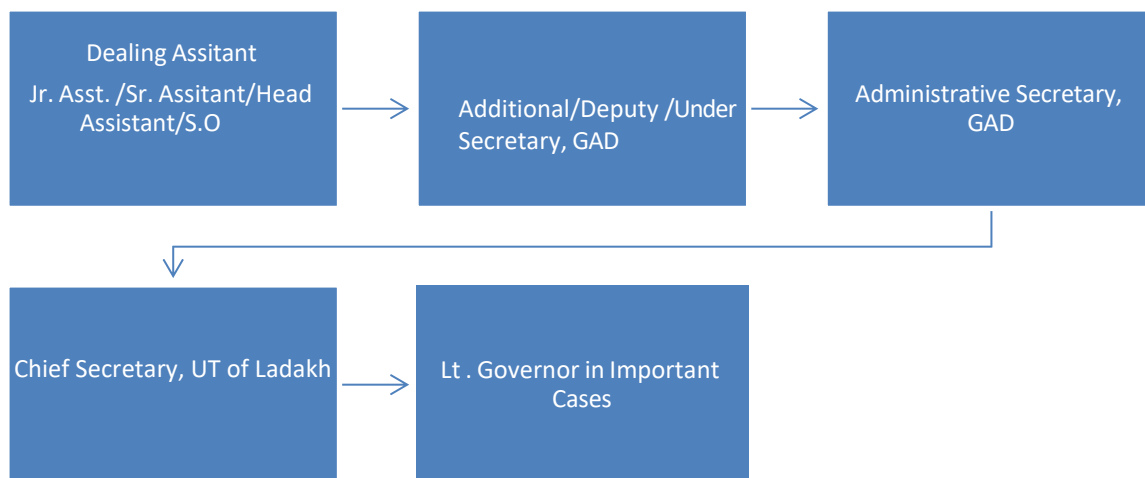


Who is Who:

.No.	Name	Designation	e- mail Id.
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3.	Sh. Sandeep Singh (JKAS)	Under Secretary	gad.utladakh@ladakh.gov.in
4.	Ms. Diskit Angmo	Accounts Officer	ddosectutl@gmail.com
5.	Mr. Chewang Rinchin (Angchuk)	Section Officer	chewang.rinchin@ladakh.gov.in
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14.	Ms. Tsewang Dolma	Junior Assistant	tsewang.dolma7@ladakh.gov.in

THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Administrative decisions pertain to recruitment and review, personnel services, career opportunities, human resource development, disciplinary and legal matters, official language implementation, public relations, Annual Performance Appraisal Reviews, welfare, RTI etc. Most of the decision making has been decentralized and are taken at various Centres/Units as per the delegation of powers. As a part of decision-making process, a three-tier system viz., Dealing Assistants, Officer, Head of the Office/Department and competent authority is in place for streamlining the business procedure based on relevant facts and data, rule provisions/position and systematic analysis of the issues in order to facilitate a rational decision-making process.



Subjects Assigned to GAD

- Indian Administrative Services (UT Ladakh-AGMUT Constituent)
- KAS (Ladakh wing)
- Council (LAHDC) Matters Co-ordination of working of different Departments of Government- like constitution of Apex Committees
- Personnel Administration /Monitoring of implementation of all essential Central Rules such as CCS (CCA) 1965, Employees Conduct Rules 1971, RTI Act 2005.
- Recruitments, Promotions, Cadre Restructuring, Transfer Policy
- Secretariat Administration
- Other Services
- Capacity Building & Training of public servants
- All matters concerning compassionate appointment, formulation of rules, guidelines on general matters
- CPGRAMS; e-HRMS (Digital NIC- Ladakh); PSGA; Biometric Attendance; e-office
- Asset/staff division -all issues of apportionment of assets & liabilities of erstwhile State of J&K
- Rajbhasa Vibhag
- Issues referred by PMO, Ministry of Home Affairs, DoPT.

NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER(s) (PIO) & FIRST APPELLATE AUTHORITY (FAA)

S. No.	Name of the Department	Name & Designation of the Public Information Officer (PIO)	Name and Designation of the First Appellate Authority (FAA)
1	General Administration Department	Sh. Rigzin Spalgon, JKAS (Additional Secretary)	Sh. Michael M. D'Souza, IAS Administrative Secretary

Contact Us

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Quick Links.

1. <https://rtionline.ladakh.gov.in>
2. <https://egazette.ladakh.gov.in>
3. <https://ehrms.ladakh.gov.in>
4. <http://ladakh.gov.in>