



संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION
DEPARTMENT

File No.: M / 1980 / 2023 - GAD SEC

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यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated: 14.07.2025

Subject: Grant of Earned Leave in favour of Sh. Atul Singh Mankotia, JKAS, Under Secretary.

Order No: 312 - LA (GAD) of 2025
Dated: 14.07. 2025

Sanction is hereby accorded to the grant of Earned Leave for a period of 45 days w.e.f. 14.07.2025 to 28.08.2025 in favour of *Sh. Atul Singh Mankotia, JKAS, Under Secretary*, on account of personal work.

During the period of his leave, the charges of the Departments presently handled by him at UT Secretariat shall be assigned as under, as an interim measure till the officer rejoins his duties after availing the sanctioned leave:

S. No.	Department(s)	To be looked after by
1.	Labour & Employment	<i>Ms. Sumera Shafi, JKAS, Under Secretary</i>
2.	Food, Civil Supplies & Consumer Affairs	<i>Sh. Ravi Shankar, JKAS, Deputy Secretary</i>
3.	Technical Education & Skill Development and Higher Education	<i>Sh. Abied Hussain, Assistant Director, in the Department of TE&SD</i>

By Order of the Competent Authority

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

Copy to the:

1. All Administrative Secretaries, UT of Ladakh.
2. Director General of Police, Ladakh.
3. Chief Electoral Officer, Ladakh.
4. Deputy Commissioner / CEO LAHDC Leh & Kargil.
5. All Heads of the Departments / Chief Engineers and Registrar, University of Ladakh
6. Concerned Officers.
7. OSD to Chief Secretary, UT of Ladakh for information of Chief Secretary.

Sandeep Singh 14/07/2025
(Sandeep Singh) JKAS,
Under Secretary,
General Administration Department