

THE ADMINISTRATION OF THE  
UNION TERRITORY OF LADAKH  
OFFICE OF THE CHIEF SECRETARY



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मुख्य सचिव का कार्यालय

यूटी सचिवालय, लद्दाख/UT Secretariat, Ladakh

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**CIRCULAR**

All Administrative Secretaries are advised to undertake field visits once a fortnight, preferably with an overnight stay, in different parts of the Union Territory to gain a first-hand understanding of ground realities and the difficulties being faced by the people. A one-page tour note shall be submitted after conducting such visits. This shall form part of APAR of officers.

It has been brought to the attention of the undersigned that officers go on tours to Delhi and other places outside Ladakh for an extended duration, which is not acceptable and minimum absence from the station must be ensured.

It has also been observed that accessibility to the general public needs to be improved. Therefore, all Administrative Secretaries and field officers shall remain responsive and accessible to the people.

(Ashish Kundra), IAS  
Chief Secretary, UT of Ladakh.

Copy to the:

1. All Administrative Secretaries, UT Ladakh.
2. Secretary to HLG, UT Ladakh for kind information of the HLG
3. Deputy Commissioner, Leh.
4. Deputy Commissioner, Kargil.
5. All Directors/ Chief Engineers/ HoDs of UT Ladakh.
6. SIO, NIC Ladakh.