

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

ई-मेल / e-mail:

gad.utladakh@ladakh.gov.in



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F. No.: A – 24 / 25 / 2026 - GAD SEC

यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated the: 3rd April, 2026

OFFICE MEMORANDUM

Subject: Competent Authority for sanction of Leave, Deputation and Training – Revised Instructions

In exercise of the powers conferred under Rule 3(c) of the Central Civil Services (Leave) Rules, 1972 and Rule 4(a) of the J&K Civil Services (Leave) Rules, 1979 (*as applicable in the case of JKAS officers*); read with relevant provisions of the said rules, and in supersession of all previous orders / instructions / guidelines issued on the subject; the Lieutenant Governor (Administrator), Union Territory of Ladakh, is pleased to designate the following authorities as Competent Authority for sanction of leave (excluding study leave), permission to travel abroad, and for regulating deputation for conferences / meetings / visits etc. and training of officers / officials, as specified below:

1. Types of Leave and Competent Authority:

Category of Officers / Officials	Type & Duration of Leave	Competent Authority
Chief Secretary and Director General of Police (DGP)	Any type of leave	Lieutenant Governor (Administrator), UT of Ladakh.
Secretary/Deputy Commissioner	Any type of leave	Chief Secretary
JKAS Officers (UT Level) and Heads of Department	Earned Leave, Half Pay Leave, Commuted Leave, Leave not Due, Extraordinary Leave, Maternity / Paternity Leave, Hospital Leave, Child Adoption Leave, Special disability leave and Child Care Leave.	Secretary concerned
JKAS Officers (District Level)	-do-	Deputy Commissioner of the District concerned
Other than JKAS Officers and Other than Heads of Department	-do-	Reporting Authority (<i>i.e., immediate Supervisory / Controlling Officer, not below the rank of a Gazetted Officer</i>).

2. Further, Earned Leave (EL) shall be sanctioned subject to the following limits for categories of officers/officials specified below:

Category of Officers / Officials	Type & Duration of Leave	Competent Authority
JKAS Officers (District Level)	Earned Leave (EL) up to 20 days	Deputy Commissioner of the District concerned
	Earned Leave (EL) beyond 20 days	Secretary concerned
Other than JKAS Officers and Heads of Department	Earned Leave (EL) up to 20 days	Reporting Authority (<i>i.e., immediate Supervisory / Controlling Officer, not below the rank of a Gazetted Officer</i>).
	Earned Leave (EL) beyond 20 days	Administrative Secretary concerned (in case of UT cadre posts) / Deputy Commissioner of the District concerned (in case of District level officers / officials)

Note 1: Notwithstanding anything contained above, all district level officers / officials shall obtain prior permission for leaving station from the Deputy Commissioner of the District concerned.

Note 2: In the case of JKAS Officers and Heads of Department, the permission to leave station and travel outside the UT of Ladakh shall be obtained from the Secretary concerned, after the leave has been duly sanctioned.

Note 3: In respect of officers holding additional or multiple charge (s) of different Departments, whether at the district level or in the Secretariat level, permission shall be obtained from the Reporting Officer of the main charge of the post held by the officer.

3. Permission for visits abroad (Private Visits)

Category of Officers / Officials	Competent Authority
All India Service Officers	Lieutenant Governor (Administrator), UT of Ladakh through the Chief Secretary
All Officers (including JKAS officer) / Officials	Lieutenant Governor (Administrator), UT of Ladakh through the Chief Secretary on the recommendation of the Secretary concerned.

Note: The terms and conditions governing visits abroad shall be regulated in accordance with the instructions issued by the Department of Personnel & Training, Government of India, *vide* O.M. F. No. 11013 / 8 / 2015 - Estt. (A-III) dated 27.07.2015, as amended from time to time.

4. Deputation for official conferences / meetings / visits / trainings etc.

Category	Competent Authority
Deputation for official conferences / meetings / visits / training etc. of <i>Chief Secretary and Director General of Police (DGP)</i>	Lieutenant Governor (Administrator), UT of Ladakh

Deputation for official conferences / meetings / visits / training etc. of <i>Secretaries/Deputy Commissioners</i>	Chief Secretary
Deputation for official conferences / meetings / visits / training etc. of <i>officers (including JKAS officers)</i> / officials outside the Union Territory of Ladakh but within India	Secretary concerned
Deputation for official conferences / meetings / visits / training etc. <i>outside India (abroad)</i>	Lieutenant Governor (Administrator), UT of Ladakh through the Chief Secretary

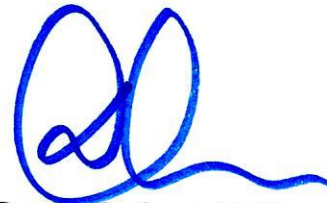
5. Other Conditions

1. Leave shall not be claimed as a matter of right and may be refused or revoked in the interest of public service, in terms of Rule 7 of the Central Civil Services (Leave) Rules, 1972 and Rule 8 of the J&K Civil Services (Leave) Rules, 1979 (*as applicable in the case of JKAS Officers*).
2. The authority competent to grant leave shall also be competent to refuse, revoke, or curtail leave in exigencies of service.
3. Deputation and training cases shall be governed by relevant guidelines / instructions issued by the Government of India from time to time.

6. General Instructions

1. All leave cases shall be processed and regulated strictly in accordance with the provisions of the Central Civil Services (Leave) Rules, 1972 and the J&K Civil Services (Leave) Rules, 1979 (*as applicable in the case of JKAS Officers*) and instructions issued thereunder and as amended from time to time.
2. Leave shall be availed only after obtaining prior sanction from the Competent Authority through proper channel.
3. No officer / official shall leave headquarters / station without obtaining prior permission of the Competent Authority.
4. In case of any ambiguity or matters regarding interpretation of the rules /instructions / guidelines etc., the matter shall be referred to the General Administration Department (GAD), whose decision shall be final.
5. These instructions shall come into force with immediate effect.

This issues with the approval of the Competent Authority.



(Dorjay Gailson) JKAS,
Under Secretary,
General Administration Department.

Copy to:

1. All the Administrative Secretaries, UT of Ladakh.
2. Director General of Police, Ladakh.
3. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
4. Secretary to Lieutenant Governor, Union Territory of Ladakh, for favour of kind information of Hon'ble Lieutenant Governor.

5. Deputy Commissioner / CEO – LAHDC Leh & Kargil.
6. All Heads of Department / Chief Engineer, UT of Ladakh.
7. Director, NIC, Ladakh for uploading on the UT Website.
8. OSD to the Chief Secretary, Union Territory of Ladakh, for favour of kind information of the Chief Secretary.
9. I/C Archives, Archaeology and Museums.
10. Office Order File / e-file.