संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

सत्यमेव जयते

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION DEPARTMENT

F.No: M/13/314/2026-GAD SEC

ई-मेल/email:
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यूटी सचिवालय/UT Secretariat
लेह/Leh, Dated: 18.11.2026

OFFICE MEMORANDUM

Subject: Designation of Reporting, Reviewing and Accepting Authorities for recording of Annual Performance Appraisal Reports (APARs) of Secretaries, Deputy Commissioners (DCs), Heads of Departments (HoDs) and District-Level Officers.

In order to strengthen administrative coordination, accountability and effective supervision, and to ensure that the Annual Performance Appraisal Reports (APARs) of Secretaries, Deputy Commissioners, Heads of Departments and District-Level Officers appropriately reflect the administrative control and supervisory hierarchy, the Reporting, Reviewing and Accepting Authorities for recording of APARs shall be as specified in the **Annexure** to this Office Memorandum.

2. All Administrative Secretaries, Deputy Commissioners and Heads of Departments shall ensure that the arrangement specified in the Annexure is duly implemented in respect of the officers under their respective administrative control.

3. The designated Reporting, Reviewing and Accepting Authorities shall record, review and process the APARs in accordance with the instructions, guidelines and timelines issued by the Department of Personnel & Training (DoPT), Government of India, as amended from time to time.

4. The above arrangement shall come into force with immediate effect and shall be applicable to the APARs for the current reporting year and subsequent reporting years, unless modified or superseded by any subsequent order or instruction.

This issues with the approval of the Lieutenant Governor, Union Territory of Ladakh.

18-11-2026

Chewang Rinchin (Angchuk)
Under Secretary
General Administration Department

To
1. All Administrative Secretaries, UT of Ladakh.
2. Divisional Commissioner, UT of Ladakh.
3. All Deputy Commissioner, UT of Ladakh.
4. All Heads of the Departments, UT of Ladakh.

Copy to the: -
1. Director, NIC, UT Ladakh for uploading on the UT website.
2. Joint Director, Department of Information & Public Relations, UT of Ladakh for wide dissemination in all mediums of information.

3. Under Secretary to the Lieutenant Governor, UT of Ladakh for information of the Hon'ble Lieutenant Governor.
4. OSD to the Chief Secretary, UT of Ladakh for information of the Chief Secretary.
5. Personal Assistant to the Administrative Secretary, GAD.
6. Order/e-office file.

Annexure to OM No M/13/314/2026-GAD SEC Dated: 18 .11.2026

Designation of Reporting, Reviewing and Accepting Authorities for recording of Annual Performance Appraisal Reports (APARs), Secretaries, DCs & HoDs

S.No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Secretaries	Chief Secretary	Chief Secretary	Hon'ble Lieutenant Governor
2	Deputy Commissioners	Secretary Revenue	Chief Secretary	Hon'ble Lieutenant Governor
3	Heads of the Department	Secretary	Secretary	Chief Secretary

(Through Sparrow)

S.No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Superintending Engineer, PW(R&B)	Chief Engineer	Secretary	Divisional Commissioner
2	Superintending Engineer, PDD.	Chief Engineer	Secretary	Divisional Commissioner
3	Superintending Engineer, PHE/I&FC Division.	Chief Engineer	Secretary	Divisional Commissioner
4	Superintending Engineer, Mechanical.	Chief Engineer	Secretary	Divisional Commissioner
5	Superintending Engineer PMGSY	Chief Engineer	Secretary	Divisional Commissioner
6	Addl. Dist. Development Commissioner.	Deputy Commissioner	Divisional Commissioner	Secretary
7	Additional Deputy Commissioner	Deputy Commissioner	Divisional Commissioner	Secretary
8	Chief Executive Officers Tourism Development Authorities	Deputy Commissioner	Head of the Department	Secretary
9	Programme Officer, ICDS, Social & Tribal Welfare	Deputy Commissioner	Head of the Department	Secretary
10	General Manager, District Industries Centre	Deputy Commissioner	Head of the Department	Secretary
11	Joint Director Planning DCs office	Deputy Commissioner	Head of the Department	Secretary
12	Chief Controller of Finance, LAHDCs	Deputy Commissioner	Head of the Department	Secretary
13	Deputy Director Geology & Mining.	Deputy Commissioner	Head of the Department	Secretary

14	Sub-Divisional Magistrate	Deputy Commissioner	Head of the Department	Secretary
15	Assistant Commissioner Revenue	Deputy Commissioner	Head of the Department	Secretary
16	Assistant Commissioner Development, Project Officer Wage & Employment	Deputy Commissioner	Head of the Department	Secretary
17	Executive Engineer	Superintending Engineer	1st Deputy Commissioner 2nd Chief Engineer	Secretary
18	Chief Animal Husbandry Officer.	Deputy Commissioner	Head of the Department	Secretary
19	Chief Education Officer	Deputy Commissioner	Head of the Department	Secretary
20	Chief Medical Officer.	Deputy Commissioner	Head of the Department	Secretary
21	Special Officer for Cultural Activities Grade-I	Deputy Commissioner	Head of the Department	Secretary
22	Chief Agriculture Officer.	Deputy Commissioner	Head of the Department	Secretary
23	District Sheep Husbandry Officer	Deputy Commissioner	Head of the Department	Secretary
24	Dy. Director, District Motor Garages	Deputy Commissioner	Head of the Department	Secretary
25	Chief Accounts Officer, Funds Office.	Deputy Commissioner	Head of the Department	Secretary
26	Deputy Director, Command Area Development.	Deputy Commissioner	Head of the Department	Secretary
27	Chief Horticulture Officer.	Deputy Commissioner	Head of the Department	Secretary
28	Deputy Director, Archives, Archaeology and Museum.	Deputy Commissioner	Head of the Department	Secretary
29	Deputy Director, District Employment & Counselling Centre.	Deputy Commissioner	Head of the Department	Secretary
30	Assistant Director, Fisheries.	Deputy Commissioner	Head of the Department	Secretary
31	Assistant Director Information.	Deputy Commissioner	Head of the Department	Secretary
32	District Youth Services & sports Officer	Deputy Commissioner	Head of the Department	Secretary

33	District Officer Pollution Control Board.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
34	Assistant Soil Conservation Officer.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
35	Dy. Registrar Cooperatives.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
36	Assistant Director Handloom	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
37	Wildlife Warden	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
38	Divisional Forest Officer	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
39	Excise and Taxation Officer.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
40	Assistant Director, Tourism.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
41	Assistant Director, Handicraft.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
42	Tehsildar	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
43	Assistant Director, Food Civil Supplies & Consumer Affairs	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
44	Executive Officer, Municipal committee	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
45	Assistant Regional Transport Officer.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
46	District Social Welfare Officer/CDPO	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
47	Assistant Drugs Controllers.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department

48	Assistant Commissioner, Food Safety.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
49	State Taxes Officer.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
50	Headquarter Assistant to Deputy Commissioner	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
51	Assistant Labour Commissioner	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
52	District Panchayat Officer	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
53	Assistant Controller, Legal Metrology	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
54	Superintendent ITI	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department
55	Chief Librarian.	Sub Divisional Magistrate (Headquarter)	Deputy Commissioner	Head of the Department

Note: *For the purpose of this Annexure, the expressions "Secretary", "Head of the Department" and "Deputy Commissioner" shall respectively mean the Administrative Secretary of the Department concerned, the Head of the Department concerned and the Deputy Commissioner of the district concerned in which the officer reported upon is posted.*

18-11-2026.

Chewang Rinchin (Angchuk)
Under Secretary
General Administration Department