



**Government of Jammu and Kashmir**  
**General Administration Department**  
Civil Secretariat, J&K.

**Subject:** Guidelines for deputation of employees of Union Territory of Jammu and Kashmir to Union Territory of Ladakh.

**Reference:** i. Administrative Council Decision No. 135/13/2022 dated 23.11.2022.  
ii. F. No. A/128/2021-GAD SEC dated 08.06.2022 received from General Administration Department, Union Territory of Ladakh.

**Government Order No.:1458-JK(GAD) of 2022**  
**Dated:01.12.2022**

In supersession of all previous orders on the subject, the 'Guidelines for deputation of employees of Union Territory of Jammu and Kashmir to Union Territory of Ladakh', forming **Annexure** to this Government Order, are hereby notified for implementation with immediate effect.

**By Order of the Government of Jammu and Kashmir.**

Sd/-

**(Dr. Piyush Singla) IAS**  
Secretary to the Government  
Dated:01.12.2022

No.: GAD-SERV0GENL/1/2022

Copy to the:-

1. Advisor to Lieutenant Governor, Union Territory of Ladakh.
2. Commissioner/ Secretary, General Administration Department, Union Territory of Ladakh.
3. Joint Secretary, Department of Jammu, Kashmir and Ladakh Affairs, Ministry of Home Affairs, Government of India.

Copy also to the:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. Financial Commissioner (Revenue), J&K.
4. All Administrative Secretaries.

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01/12/2022

5. Director General, J&K IMPARD.
6. Divisional Commissioner, Jammu/ Kashmir.
7. All Heads of Departments/Managing Directors.
8. All Deputy Commissioners.
9. Director, Archives, Archaeology and Museums, J&K.
10. Secretary, J&K Public Service Commission.
11. Director, Information, J&K.
12. Secretary, J&K Services Selection Board.
13. Private Secretary to Lieutenant Governor.
14. Private Secretary to Advisor (B) to the Lieutenant Governor.
15. Private Secretary to the Chief Secretary, J&K.
16. Private Secretary to Secretary to the Government, General Administration Department.
17. Incharge Website, GAD.
18. Government Order file.

*Supinder Kour*  
01/12/2022

**(Supinder Kour),**  
Under Secretary to the Government

Subject: Guidelines for deputation of employees of Union Territory of Jammu and Kashmir to Union Territory of Ladakh.

**1. General Principles:**

- 1.1 The guidelines shall be applicable to substantive Government employees of Union Territory of Jammu and Kashmir.
- 1.2 All the Administrative Departments/ HoDs/ Controlling Offices shall maintain a complete database of employees relating to their period of deputation/ service in Ladakh region.
- 1.3 While processing the proposals for deputation to Union Territory of Ladakh, the eligibility and suitability of the concerned employees and the interest of government work shall be given the utmost priority. The convenience of the employees may also be considered, as far as possible.
- 1.4 Employees deputed from Union Territory of Jammu and Kashmir shall, as far as possible be posted at or around the District/ Sub Divisional headquarters of Leh/ Kargil Districts.
- 1.5 All proposals relating to deputation of employees to Union Territory of Ladakh and any repatriation from said Union Territory, shall be submitted to General Administration Department, J&K for seeking approval of the Competent Authority interms of the provisions of the Jammu and Kashmir Reorganization Act, 2019.

**2. Calendar for Transfers:**

- 2.1 Transfers of teaching staff shall only be ordered in the first month of the financial year i.e. April every year. However, in exceptional cases, the transfers of teaching staff may be considered at the close of an academic session or during the academic session, in consultation with Administration of Union Territory of Ladakh.
- 2.2 An employee, whose order of deputation to Union Territory of Ladakh is issued, shall be immediately relieved and be eligible for availing joining time as provided under Jammu and Kashmir Civil Service Regulations.
- 2.3 No employee shall be repatriated from Union Territory of Ladakh unless a suitable replacement is provided by the concerned department.

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### **3. Tenure of Deputation:**

- 3.1 The employees shall be deputed for a period of two years to Union Territory of Ladakh. The period of two years shall be counted from the date of joining of such employees in the Union Territory of Ladakh.

### **4. Selection of employees for Deputation to Union Territory of Ladakh:-**

- 4.1 An employee, who has completed the prescribed tenure of two years in the Union Territory of Ladakh, shall not be deputed to Union Territory of Ladakh for a second term. However, in case of non-availability of suitable substitute and in case of specific request made by the Administration of Union Territory of Ladakh, an employee may be considered for deputation for another term, in the interest of administration.

### **5. Age and Health factors:**

- 5.1 No employee having residual service of less than two years shall be deputed to Union Territory of Ladakh. In exceptional circumstances, and, if a specific request is made by the Administration of Union Territory of Ladakh, officers having less than two years residual service may be considered for deputation to Union Territory of Ladakh.

- 5.2 No Physically Challenged employee shall be deputed to Union Territory of Ladakh.

- 5.3 Once the transfer/ deputation order is issued with the approval of competent authority, the only ground for modification of such order shall be serious illness of the employee or his/ her spouse/ children fully dependent upon him/ dependent parents, to be certified by Standing Medical Board of Government Medical College in the Union Territory of J&K. The Board shall give a categorical opinion in such cases after examining the employee or his/ her spouse/ children/ parents.

- 5.4 Proposals for cancellation/ modification of deputation orders, wherever found genuine shall be submitted by the concerned Administrative Department only after receiving clear recommendation of Standing Medical Board to the effect that employee is medically unfit to serve in Union Territory of Ladakh or alternatively his/ her spouse/ children/ dependent parents suffer from an illness of the nature that warrant the presence of the employee at his home.

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5.5 In order to enable settlement of pension cases, employees deputed to Union Territory of Ladakh, who are having less than 6 months residual service, shall be repatriated to Union Territory of Jammu and Kashmir at least 3 months prior to their date of superannuation.

**6. Incentives:**

6.1 The employees of Union Territory of Jammu and Kashmir deputed to Union Territory of Ladakh shall be eligible for incentives, as may be made available to them in the Union Territory of Ladakh.

6.2 Employees, on completion of their prescribed term in the Union Territory of Ladakh, as far as possible, but not necessarily, may be posted in their home districts or as per their convenience.

**7. Interpretation:**

7.1 If any question arises relating to interpretation or implementation of these guidelines, the matter shall be referred to General Administration Department for a decision thereon which shall be final.

**8. Repeal and savings:**

8.1 The existing policy/ guidelines relating to the deputation of employees to Ladakh region is/are hereby repealed with immediate effect.

8.2 Notwithstanding such repeal, any order made or action taken under the repealed provisions shall be deemed to have been made or taken under the corresponding provisions of these guidelines.

*Supinder Kour*  
01/12/2022

**(Supinder Kour),**  
Under Secretary to the Government