

## **LAAC&L, Kargil; Tourism Department, Kargil organize 01 Day Training Programme on e-Office System**

Kargil, February 07, 2026: A training programme on e-Office System was successfully organized today by the Ladakh Academy of Art, Culture and Languages (LAACL), Kargil in collaboration with Tourism Department, Kargil at the Academy Hall, Kargil, with the objective of enhancing digital governance and improving office efficiency among employees.

During the course of the training programme, trainers deputed from the Information Technology Department, UT of Ladakh Ishtiyaq Hussain, Project Manager and Zakir Hussain, Network Support enlightened the participants about about the various components and key aspects of the e-Office System, including e-File management, e-Receipt handling, knowledge management system (KMS), role-based access, work-flow management, digital signing, scanning & document indexing, and dashboard monitoring. The sessions also covered best practices for efficient electronic file processing and inter-office communication.

The programme also included a hands-on training session, enabling participants to practically work on the e-Office platform and gain familiarity with real-time operations. This was followed by an interactive question-and-answer session, during which participants' queries were addressed and practical issues clarified to ensure better understanding and effective adoption of the system.

Over 100 employees including the Special Officer for Cultural Activities/Assistant Director Tourism, Kargil, Muhammad Ali Tak, Master Trainers of different departments in the district nominated by the District Administration and other employees from different departments attended the training programme.

In his welcome address, the Special Officer for Cultural Activities/ AD Tourism, Kargil stated that the training serves as an important opportunity for employees to learn the feasibility and practical usage of the e-Office system. He emphasized that the adoption of e-Office will ensure quicker responses, improved coordination, and better service delivery in day-to-day administrative work.

He further expressed his sincere gratitude to the Administrative Secretary, Information Technology Department, UT of Ladakh Shashanka Ala, IAS for having deputed the trainers from IT Department for such training programmes which has enabled the participants towards learning modern digital tools for effective official functioning. He also thanked the Deputy Commissioner/CEO, LAHDC, Kargil Rakesh Kumar, IAS for his guidance and supervision in smooth conduct of the training programmes.

Sharing his experiences, the Assistant Director Tourism highlighted the limitations of the traditional hard-copy system, especially in remote and difficult areas where documents often cannot be delivered effectively or on time. He noted that e-Office has made it possible to approach each other quickly, work collaboratively, and maintain smooth coordination through digital platforms.

He expressed hope that the training programme will prove highly beneficial for all participants and will contribute towards easing official procedures, increasing transparency, and improving overall work efficiency.



