No.5-2/2018-TE

To
All Heads of telecom Circles/
All Heads of Metro Districts/
Other Administrative Units, BSNL.

Sub: Closing of Central Government Offices in connection with elections to Lok Sabha/State Assembly/Panchayat/Municipalities/Corporation or other Local Bodies – regarding.

Sir,

Encl: As above.

Yours faithfully,

(Keshav Kumar)
Asstt. General Manager (Estt.II)

Copy to:
1. PPS to CMD, BSNL
2. All Directors, BSNL Board
3. ED (FIN) / CA / CN
4. All PGMS/GMs BSNL CO
5. CVO/CS&GM (Legal)
6. All DGMs/AGMs, BSNL CO
7. Recognized Unions/Associations of BSNL
8. OL Section for Hindi Translation
9. BSNL Intranet Portal.
NO. 12/14/99-JCA
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, P.G. & PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)
NORTH BLOCK, NEW DELHI

NEW DELHI, THE 10TH OCTOBER, 2001

OFFICE MEMORANDUM

Sub: Closing of Central Government Offices in connection with elections to Lok Sabha / State Assembly /Panchayat / Municipalities / Corporation or other Local Bodies - regarding

In modification of the instructions contained in this Department's O.M. No.12/4/86-JCA dated 9th March, 1987, the undersigned is directed to say that the following guidelines are prescribed for future for closing of Central Government Offices including industrial establishments in connection with the elections indicated above.

(i) The relevant organizations shall remain closed in the notified areas where general elections to Lok Sabha or State Legislative Assembly are scheduled to be conducted.

(ii) In connection with bye-election to Lok Sabha / State Assembly, only such of the employees who are bona-fide voters in the relevant constituency should be granted special casual leave on the day of polling. Special Casual leave may also be granted to an employee who is ordinarily a resident of a constituency and registered as a voter but employed in any Central Government Organization / Industrial Establishment located outside the constituency having a general / bye-election.

(iii) In connection with local body elections, viz., Panchayat/ Corporation / Municipality, the Government employees who are bona-fide voters and desire to exercise their franchise should be offered reasonable facility, subject to normal exigencies of services, either by coming late to office or being allowed to leave office early or a short absence on that day.
2. The employees detailed on election duty may also be permitted to remain away from their normal duties on polling day(s) as also on the days required for performing journeys which might be undertaken in order to perform such election duty.

The above instructions may be brought to the notice of all concerned.

(Ranbir Singh)
Under Secretary to the Govt. of India
Tel: 379 4678

To

1. All Ministries/ Departments of Government of India.
2. UPSC/CVC/C&AG/ PM's Office/ Lok Sabha Secretariat/Rajya Sabha Secretariat/President's secretariat/Vice President's Secretariat/Supreme Court/High Court/Central Administrative Tribunal.
3. All attached and subordinate offices of Ministry of Personnel, P.G. & Pensions/ MHA
4. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
5. All Staff Members of the National Council (JCM).
6. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, P.G. and Pensions.
8. National Commissioner for SCs / STs.
9. Deputy Secretary (Coordination), Delhi Govt. Secretariat, I.G. Stadium, I.T.O., New Delhi.
10. Chief Secretary, all the State Governments / UTs.
OFFICE MEMORANDUM

Sub:— General election to Legislative Assemblies in Maharashtra, Gujarat, Orissa, Bihar and Arunachal Pradesh during February - March, 1995.

The undersigned is directed to say that as per notification issued by Election Commission of India. General election in the above mentioned States are scheduled to be held during February - March, 1995. A copy of standing guidelines which were earlier circulated vide D.M. No. 12/4/86-JCA dated 9th March, 1987 is enclosed for information, to regulate closure of Central Government Offices, including Industrial Establishments and grant of special casual leave etc. in connection with these elections.

2. The Ministry of Finance etc. may please bring these instructions to the notice of all the offices and organisations under their Administrative Jurisdiction for necessary action.

Sd/-

( Shri Bhawani Tyagi) Director (JCA)

1. All Ministries/Departments of the Government of India.
Sunday closed holidays.

2. (a) Holiday/close of offices:

The day or days on which it appears that the election will be held on any day other than that prescribed by law, the Government of the State or Union Territory may close the offices of local government in the State or Union Territory on such day or days.

2. (b) Electors:

Every elector shall be entitled to vote at every election to the Lok Sabha or a State Assembly, a local government or a constitutional corporation or a local government.


For closure of Central Govt. offices in connection with elections to Parliament/State Assembly/local government.
In order to perform such election duty, a Central Government official may be required to remain away from home for a longer period of duty.

I. Leave/Temporary leave/leave on grounds of illness

(a) Grant of Special Leave

In the case of general elections, if (1) above.

(d) Grant of Special Leave

In the case of such cases, Central Government officials may also follow the State