

**Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi**

94

NO.12/14/2003-JCA

Dated the 19th January, 2007

OFFICE MEMORNDUM

Subject: Closing of Central Government Offices in connection with general elections to the Legislative Assemblies etc. during 2007.

The undersigned is directed to say that in connection with the general elections to the Legislative Assemblies of some States, scheduled to be held in 2007, the following guidelines already issued by DOPT vide OM No. 12/14/99-JCA dated 10th October, 2001, may be followed for closing of the Central Government Offices including Industrial Establishments in the States:-

- (i) The relevant offices/organizations shall remain closed in the notified areas where general elections to the State Legislative Assembly are scheduled to be conducted on the day of poll.
- (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 Organisation/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.

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

Vidhu Kashyap
(Vidhu Kashyap)
Director (JCA)

All Ministries/ Departments of Government of India.

LPSC/ CVC/ C&AG / PM's Office / Lok Sabha Secretariat / Rajya Sabha Secretariat /President' 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. Staff Side Members of the National Council (JCM).
6. Staff Side Members of the Departmental Council (JCM), Ministry of Personnel, P.G. and Pensions.
7. Chairman / Secretary, Central Government Employees Welfare Coordination Committee in all the States.
8. National Commissioner for Scheduled Castes and Scheduled Tribes.
9. Chief Secretary, all the State Governments.
10. Election Commission of India, New Delhi.