

सा०/No. : 5-1(17)/2008-PD

Dated 15.04.2024

प्रेषक/From : संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में/To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

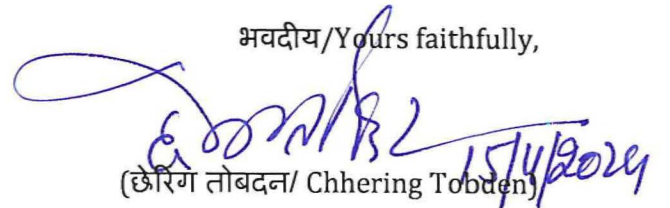
**विषय/Sub:** Closing of Central Government Offices in connection with General Elections to Lok Sabha 2024 and General Election to the Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha & Sikkim and Bye-elections to fill the clear vacancies in Assembly Constituencies of various States-Grant of Phase-wise Paid Holiday - reg.

महोदय/Sir / महोदया/Madam,

मुझे, उपरोक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग के दिनांक 05.04.2024 के कार्यालय ज्ञापन सं. 12/1/2022-JCA को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No.12/1/2022-JCA dated 05.04.2024 on the above mentioned subject for your information, guidance and compliance.

भवदीय/Yours faithfully,

  
(छेरिंग तोबदन/ Chhering Tobden) 15/4/2024

व. उप सचिव (नीति प्रभाग) / Sr. Deputy Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) सी.एस.आई.आर. वेबसाइट/ CSIR Website
- 2) कार्यालय प्रति/Office copy.

F. No.12/1/2022-JCA  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)  
Establishment (JCA) Section  
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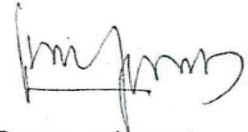
2<sup>nd</sup> Floor, 'B' Wing,  
Lok Nayak Bhawan, Khan Market  
New Delhi, the 5<sup>th</sup> April, 2024.

OFFICE MEMORANDUM

**Subject: Closing of Central Government Offices in connection with General Elections to Lok Sabha 2024 and General Election to the Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha & Sikkim and Bye- elections to fill the clear vacancies in Assembly Constituencies of various States- Grant of Phase-wise Paid Holiday - regarding**

The undersigned is directed to say that in connection with the General Elections to the Lok Sabha 2024 and General Election to the Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha & Sikkim and Bye - elections to fill the clear vacancies in Assembly Constituencies of various States scheduled to be held during April-June, 2024, the following guidelines, already issued by DOPT vide OM No. 12/14/99-JCA dated 10<sup>th</sup> October, 2001, have to be followed for closing of the Central Government Offices including Industrial Establishments in the States:-

- (i) The relevant offices/organizations shall remain closed on the day of poll in the notified areas where general elections to the Lok Sabha and State Legislative Assembly are scheduled to be conducted.
  - (ii) In connection with bye-election to 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 constituency and registered as a voter but employed in any Central Government Organization/Industrial Establishment located outside the constituency having a general/bye-election.
2. The above instructions may be brought to the notice of all concerned.



(Parveen Jargar)  
Deputy Secretary to the Govt. of India

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, Public Grievances and Pensions/MHA
4. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
5. Staff Side Members of the Departmental Council (JCM), Ministry of Personnel, P.G. and Pensions.
6. Chairman/Secretary, Central Government Employees Welfare Coordination Committee in all the States.
7. National Commission for Scheduled Castes/National Commission for Scheduled Tribes/National Commission for Minorities
8. Chief Secretary, all the State Governments/UTs.
9. Election Commission of India, New Delhi.