

**CORPORATE OFFICE:**

Telecom. Establishment(TE) Section  
Establishment Division  
5th Floor, Bharat Sanchar Bhawan  
Harish Chandra Mathur Lane, Janpath  
New Delhi - 110 001 .  
TEL: 23037478, 23734365(Fax)



**भारत संचार निगम लिमिटेड**

(भारत सरकार का उपक्रम)

**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

No. 3-1/2013-TE

Dated: 26 .03.2014

To

All Heads of Telecom Circles,  
Chennai Telephones/Calcutta Telephones,  
Heads of Administrative units, BSNL.

**Sub: Closing of Central Government Offices in connection with general elections to the Lok Sabha and State Legislative Assemblies and Bye Elections to Legislative Assemblies during 2014.**

I am directed to forward herewith a copy of Ministry of Personnel, Public Grievances & Pensions (Deptt. of Personnel & Training) O.M. No.12/7/2014-JCA 2 dated 21<sup>st</sup> March 2014 together with DOP&Trg. OM No.12/14/99-JCA dated 10<sup>th</sup> Oct, 2001 on the subject cited above for further necessary action.

Encl: as above.

*J.K. Mishra*  
26/3/2014

(J.K Mishra)

Asstt. General Manager (Estt.II)

Copy to:-

1. PPS to CMD/Director (HR)
2. BSNL Intranet portal.

**MOST IMMEDIATE**

F. No. 12/7/2014-JCA 2  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)  
North Block, New Delhi  
Dated the 21<sup>st</sup> March, 2014

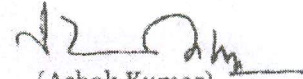
**OFFICE MEMORANDUM**

**Subject: Closing of Central Government Offices in connection with general elections to the Lok Sabha and State Legislative Assemblies and Bye Elections to Legislative Assemblies during 2014.**

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The undersigned is directed to say that in connection with the general elections to the Lok Sabha and State Legislative Assemblies of Andhra Pradesh, Odisha & Sikkim and Bye Elections to Legislative Assemblies of some States, scheduled to be held in 2014, 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.



(Ashok Kumar)  
Deputy Secretary (JCA)

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 and Scheduled Tribes.
8. Chief Secretary, all the State Governments/UTs.
9. Election Commission of India, New Delhi.
10. NIC (DOP&T) with the request to place this O.M. on the Website of DOPT. ([www.persmin.nic.in](http://www.persmin.nic.in))



12/15/20  
S No 127  
1/c  
1/c

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 10<sup>th</sup> OCTOBER, 2001

OFFICE MEMORNDUM

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 9<sup>th</sup> 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.

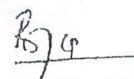
(iii) In connection with local body elections, viz., Panchayat/ Corporation / Municipality, the Government employees who are bona-fide voters and desire to exercise their franchise should be offered reasonable facility, subject to normal exigencies of services, either by coming late to office or being allowed to leave office early or a short absence on that day.



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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' 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.
7. Chairmen / Secretaries, Central Government Employees Welfare Coordination Committees.
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.
11. Election Commission of India, w.r.t. their letter No.78/2001-PLN-1/103, dated 19.9.2001.