

No. Y-21/01/2023-PE-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Establishment Division)

Dak Bhavan, Sansad Marg,  
New Delhi-110001

Dated : 12<sup>th</sup> April, 2024

To,  
All Chief Postmasters General

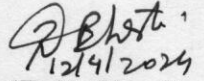
Sub: Closing of Central Government Offices in connection with General Elections to Lok Sabha 2024 and General Election to the Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha & Sikkim and Bye-Elections to fill the clear vacancies in Assembly Constituencies of various States - Grant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

Sir/Madam,

I am directed to forward herewith a copy of OM No. 12/1/2022-JCA dated 5<sup>th</sup> April, 2024 from Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training on the subject cited above.

2. It is requested to bring the aforesaid OM to the notice of all concerned.

Yours faithfully,

  
12/4/2024  
(R. N. Bharti)  
Director (Estt.)

Copy to:

1. Sr. PPS to Secretary (P)/ Sr. PPS to DG Postal Service
2. PPS to All Members, Postal Services Board/Addl DG (Coordination)
3. AS&FA/Secretary (PSB)
4. CGM, PLI/CGM, BD&MD/CGM, Parcel Directorate
5. Director, RAKNPA
6. All DDsG/Directors/ADsG in Postal Directorate
7. Additional Director General, APS C/o 56, APO, New Delhi
8. DG P&T Audit, Civil Lines, New Delhi - 54
9. GM, CEPT - with a request to upload the OM on the India Post Website.
10. All sections of Dak Bhawan (Through e-office notice Board)
11. Office copy/ Guard File

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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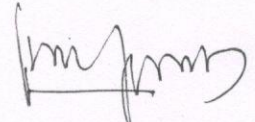
2<sup>nd</sup> Floor, 'B' Wing,  
Lok Nayak Bhawan, Khan Market  
New Delhi, the 5<sup>th</sup> April, 2024.

**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.