

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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Lok Nayak Bhawan, Khan Market,  
New Delhi, 17<sup>th</sup> January, 2025

**OFFICE MEMORANDUM**

**Subject: General Election to the Legislative Assembly of NCT of Delhi, 2025 and Bye -elections to two Assembly Constituencies each of Tamil Nadu and Uttar Pradesh, 2025 - Paid holiday - regarding**

The undersigned is directed to say that as informed by the Election Commission of India, vide their letter No. 78/EPS/2025/515 dated 08.01.2025 and letter no. 78/EPS/2025/524 dated 08.01.2025, General Election to the Legislative Assembly of NCT of Delhi, 2025 and Bye-elections to 2(two) Assembly Constituencies one each in the States of Tamil Nadu {98-Erode (East)} and Uttar Pradesh {273-Milkipur (SC)} are scheduled to be held on 05.02.2025 (Wednesday).

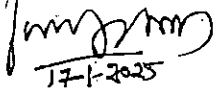
2. As per the guidelines issued by DoPT vide OM No. 12/14/99JCA dated 10th October, 2001, the following instructions on closing of the Central Government Offices including Industrial Establishments in connection with elections/bye elections are given below:-

i. The Central Government Offices including Industrial Establishments shall remain closed on the day of poll in the notified areas where general election to State Legislative Assembly is scheduled to be conducted.

ii. In connection with bye-election to Assembly Constituencies, 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.

iii. 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 general/bye -election.

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

  
17-1-2025  
(Parveen Jargar)

Deputy Secretary to the Government of India

To

1. All Ministries / Departments of Government of India.
2. The Chief Secretaries of the State Government of Tamil Nadu, Uttar Pradesh and NCT of Delhi.

3. UPSC/CVC/C&AG/Lok Sabha Secretariat/Rajya Sabha Secretariat/ President's Secretariat /Vice President's Secretariat/PM's Office/Supreme Court/High Court of NCT of Delhi /High Court of Tamil Nadu/High Court of Uttar Pradesh
4. All attached and subordinate offices of Ministry of Personnel, P.G. & Pensions / MHA
5. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
6. National Commission for Scheduled Castes / National Commission for Scheduled Tribes / National Commission for Backward Classes
7. Chairmen/Secretaries, Central Government Employees Welfare Coordination Committee, in the NCT of Delhi and State of Tamil Nadu and State of Uttar Pradesh
8. The Election Commission of India, New Delhi – w.r.t. letter No. 78/EPS/2025/515 dated 08.01.2025 and No.78/EPS/2025/524 dated 08.01.2025.
9. Hindi Section, DoPT- with the request to provide the Hindi Translation.