

**ELECTION URGENT****STATE ELECTION COMMISSION, KERALA  
THIRUVANANTHAPURAM-695033****No:B2/132/2025-SEC-Part(2)****Date:06-12-2025****From****The Secretary****To****All District Election Officers & District Collectors****Sir,**

**Sub:- State Election Commission - General Election to Local Self Government Institutions, 2025 - Central Government Employees - arrangements for casting vote - reg.**

**Ref:- Letter No.12/1/2022-JCA(Pt) dated 04.12.2025 from the Deputy Secretary, Ministry of Personnel, Public Grievance and Pensions Department of Personnel & Training, Government of India**

In inviting your attention to the reference cited (copy enclosed). Instructions are hereby issued to make special arrangements for Central Government employees to cast their votes on the polling day, subject to the adherence of the guidelines issued by the Government of India mentioned below.

"In connection with local body elections, viz., Panchayat/Corporation/Municipality, the Central Government employees who are bonafide 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."

You are directed to issue necessary directions to the concerned office head in this regard.

Yours faithfully,

Signed by

Prakash B S

Date: 06-12-2025 17:02:30

**PRAKASH.B.S**  
**SECRETARY**

Copy to: 1) PS to Commissioner  
2) PRO, SEC

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‘JANAHITHAM’, T.C 27/6(2), VIKAS BHAVAN P. O, THIRUVANANTHAPURAM-695033,  
Phone:0471-2325048(Administration),0471-2337884(Election)  
e-mail:cru.sec@kerala.gov.in,website:www.sec.kerala.gov.in

No. 12/1/2022-JCA(Pt)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Pers. Policy (JCA) Section

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3<sup>rd</sup> Floor, 'B' Wing,  
Lok Nayak Bhavan, New Delhi  
Dated: 4<sup>th</sup> December, 2025

To

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Shri Prakash B.S,  
Secretary  
State Election Commission, Kerala  
Thiruvananthapuram - 695033

**Subject: State Election Commission, Kerala – General Election to Local Self Government Institutions 2025 – Declaration of holiday on dates of polling - reg.**

Sir,

I am directed to refer to your letter No. B2/132/2025-SEC-Part(2) dated 17.11.2025 on the subject cited above. The guidelines already issued by DOPT vide OM No. 12/14/99-JCA dated 10<sup>th</sup> October, 2001 inter-alia provide that

"In connection with local body elections, viz., Panchayat/Corporation/Municipality, the Government employees who are bonafide 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"

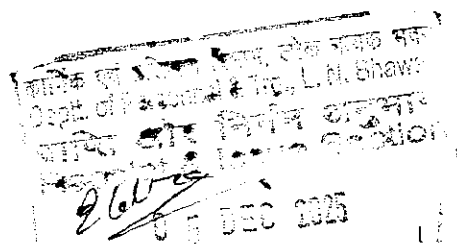
2. A copy of the instructions issued on 10.10.2001 is enclosed for information and appropriate action.

Encl.: As above.

Yours faithfully,

  
(Amit Pankaj)  
Deputy Secretary (JCA)

✓  
Copy to: Resident Commissioner, 3 Jantar Mantar Road, Kerala House, New Delhi



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 these 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.

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's 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.