

No. Y-21/1/2026-PE-II
Government of India
Ministry of Communications
Department of Posts
Establishment Division

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 8th April, 2026

To,

CPMsG (Assam, Kerala, Tamil Nadu, West Bengal, Gujarat, Karnataka, Maharashtra and North East Circles)

Subject: General Election to the Legislative Assemblies of Assam, Kerala, Tamil Nadu, West Bengal and Puducherry, 2026 and Bye-elections to 8 Assembly Constituencies of various States – grant of paid holiday to the employees entitled to vote on the day of poll – reg.

Sir/Madam,

I am directed to forward herewith a copy of the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training OM No. 12/1/2022-JCA dated 6th April, 2026 on the subject cited above, for compliance and necessary action.

2. It is requested that the instructions contained in the said OM regarding grant of paid holiday / Special Casual Leave to the employees entitled to vote may be strictly followed.

Yours faithfully,



(Prabha Sharma)
Assistant Director General (PE-I/SCT)
L/O Assistant Director General (PE-II)

Copy to:

1. Sr. PPS to Secretary (P)/ Sr. PPS to DG Postal Services.
2. PPS to All Members, Postal Services Board.
3. All CPMsG.
4. CGM, PLI/CGM, Parcel & CCS Directorate.
5. Director, RAKNPA
6. Secretary (PSB) / JS&FA.
7. All DDsG/Directors/ADsG in Postal Directorate(Through E-office)
8. Additional Director General, APS C/o 56, APO, R. K. Puram, New Delhi
9. DG P&T Audit, Civil Lines, New Delhi - 54
10. GM, CEPT, with a request to upload the OM on the India Post Website.
11. SO Guard File

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

2nd Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi.

April 6, 2026

OFFICE MEMORANDUM

Subject: General Election to the Legislative Assemblies of Assam, Kerala, Tamil Nadu, West Bengal and Puducherry, 2026 and Bye-Elections to 8 Assembly Constituencies of various States, 2026 - Paid Holiday - regarding

The undersigned is directed to say that the Election Commission of India has informed vide its letter No.78/EPS/2026 dated 16.03.2026 regarding General Election to the Legislative Assembly of Assam, Kerala, Tamil Nadu, West Bengal and Puducherry, 2026 and letter no. 78/EPS/2026 dated 16.03.2026, regarding bye-elections to 8 Assembly Constituencies of various States, 2026. The date of Poll in States of Assam, Kerala and UT of Puducherry has been fixed on 09.04.2026 (Thursday). The date of poll in State of Tamil Nadu has been fixed on 23.04.2026 (Thursday). The dates of Poll in State of West Bengal have fixed on 23.04.2026 (Thursday) and 29.04.2026 (Wednesday).

2. The date of Poll in the Assembly Constituencies going for bye-polls in States of Goa {21-Ponda}, Karnataka {24-Bagalkot and 107-Davanagere South}, Nagaland {28-Koridang (ST)} and Tripura {56-Dharmanagar} has been fixed on 09.04.2026 (Thursday) and in States of Gujarat {111-Umreth} and Maharashtra {223-Rahuri and 201-Baramati} has been fixed on 23.04.2026 (Thursday).

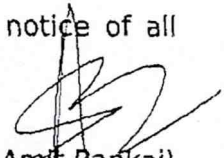
3. As per the guidelines issued by DoPT vide OM No. 12/14/99- JCA dated 10th October, 2001, the following instructions on closing of the Central Government Offices including Industrial Establishments in connection with elections/bye elections are given below:-

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

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


(Amit Pankaj)
Director (JCA)

To

1. All Ministries / Departments of Government of India.
2. The Chief Secretaries of the States Government of Assam, Kerala, Tamil Nadu, West Bengal, Puducherry, Goa, Gujrat, Karnataka, Maharashtra, Nagaland and Tripura.
3. UPSC/CVC/C&AG/Lok Sabha Secretariat/Rajya Sabha Secretariat/ President's Secretariat /Vice President's Secretariat/PM's Office/Supreme Court/ Gauhati High Court /High Court of Kerala/ Madras High Court / Kolkata High Court /High Court of Bombay at Goa/High Court of Gujrat/High Court of Karnataka/ Bombay High Court / Kohima Bench of Gauhati High Court and Tripura High Court .
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 States Assam, Kerala, Tamil Nadu, West Bengal, Puducherry, Goa, Gujrat, Karnataka, Maharashtra, Nagaland and Tripura.
8. The Election Commission of India, New Delhi - w.r.t. letter No. 78/EP/2026 dated 15.03.2026 and 78/EP/2026 dated 15.03.2026

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 10th 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 9th 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' 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.