



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(Indian Council of Agricultural Research)

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CIRCULAR

In compliance of the Office Memorandum No. 12/14/99-JCA dated 19<sup>th</sup> October, 2001 of Government of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel & Training), North Block, New Delhi regarding closing of Central Government Offices in connection with elections to Lok Sabha/State Assembly/Panchayat/Municipalities/Corporation or other Local Bodies, Director, ICAR-CRIJAF has been pleased to order the following points for compliance:

1. The concerned Regional Station/ KVK of ICAR-CRIJAF in which state it is situated shall remain closed in the notified areas where general elections to Lok Sabha or State Legislative Assembly are scheduled to be conducted.
2. In connection with the general election/bye-election to Lok Sabha or State Legislative 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 originally a resident of a constituency and registered as a voter by employed in any Central Government Organisation located outside the constituency having a general/bye-election.
3. 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.

As ICAR-CRIJAF Hqrs. and KVK, North 24 Parganas are under Barrackpore Parliamentary Constituency and Polling date has been scheduled on 06<sup>th</sup> May, 2019 by the Election Commission of India, the office will remain closed on 06<sup>th</sup> May, 2019. However, the Regional Stations/KVK, Bud Bud may declare the polling day as closed holiday for their offices in the particular Parliamentary Constituency as declared by the Commission.

*Subrata Bhattacharya*  
Asstt. Administrative Officer 20.04.19  
Admn.I

Distribution for general information:-

1. The Head of Divisions/Sections, ICAR-CRIJAF.
2. The Incharges, ICAR-CRIJAF Regional Stations.
3. The Head, KVK, Bud Bud, Burdwan, W.B.
4. The Head, KVK, North 24 Parganas, ICAR-CRIJAF, Barrackpore.
5. The Incharge, AKMU, ICAR-CRIJAF, Barrackpore, with a request to upload in the Institute's Website.
6. PS to Director, ICAR-CRIJAF.
7. PA to CAO, ICAR-CRIJAF.