

**U.T. Administration of Daman & Diu**  
**Office of the Collector/ District Election Officer**  
**Collectorate, Daman**

No. 17/01/Circular/GELS-2019/ 307

Dated: 07/02/2019

**CIRCULAR**

In view of the forthcoming General Election to Lok Sabha -2019, all the Head of Offices (HOOs) are informed that the General Election to Lok Sabha - 2019 is likely to be announced by the Election Commission of India within a short period. In order to ensure smooth & fair Conduct of Election, the following instructions are issued for strict compliance.

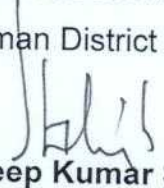
No leave of any kind shall be granted to any employee without prior approval of the District Election Officer. Cases for grant of leave should, therefore, be referred to the undersigned for clearance.

All the Heads of Offices are requested that cases of leave in special circumstances need only be sent, and in other cases Head of Offices himself may refuse leave. Even cases of C.L. exceeding two days need to be sent for approval.

Permission for Head Quarters leave should also not be sanctioned except in emergent and unavoidable cases.

All Heads of Offices and other Officers in the department will make themselves available at Head Quarter only as their services may be required at any point of time.

The above instructions may please be brought to the notice of all the Officers and employees working in respective departments/Offices in Daman District Administration.

  
**(Sandeep Kumar Singh)**  
Collector/District Election Officer  
Collectorate, Daman

To,

All Heads of Offices, Daman.

Copy to (for information): -

- 1- P.S. to Administrator, DD & DNH, Daman.
- 2- The Advisor to Hon'ble Administrator, Secretariat, Daman
- 3- The Chief Electoral Officer, Daman & Diu, Secretariat, Daman