

4156  
15/04/16

12 April 16  
12/4/16



GOVERNMENT OF KERALA  
General Administration (Co-ordination) Department

C I R C U L A R

No.e-511748/Cdn.1/2016/GAD

Dated, Thiruvananthapuram, 31.03.2016.

Sub:- General Election to Kerala Legislative Assembly -2016 – Model Code of Conduct  
– Leave sanction – Reg.

Ref:- Note No.3834/EL4/2016/Elec dated 08.03.2016 from Chief Electoral Officer,  
Kerala.

1. Election Commission of India has announced the schedule for the General Election to Kerala Legislative Assembly 2016. As such, the Model Code of Conduct (MCC) has come to force with immediate effect. All officers like District Election Officers and those entrusted with specific Election related responsibilities function under the direct control and supervision of Election Commission of India, after the announcement of Election.

2. Chief Electoral Officer, Kerala State has requested the Government to issue instructions regarding sanctioning of leave to the election related officials. Hence Government hereby issues instructions to all election related officials to take prior approval of Chief Electoral Officer for leave till the completion of election process. The leave proposals should be sent through the Chief Secretary/Secretary of the department indicating charge arrangement.

3. In case any official connected with elections, viz, any District Election Officer (DEO)/Returning Officer (RO)/Assistant Returning Officer (ARO)/Electoral Registration Officer (ERO)/Assistant Electoral Registration Officer (AERO) had applied for leave prior to announcement of election Secretaries of Department/HODs should be instructed to follow instructions in para 2 ante.

P. K. MOHANTY  
Chief Secretary

To

- The Principal Secretary, Election Commission of India, Nirvachan Sadan,  
Ashoka Road, New Delhi – 110001
- Chief Electoral Officer, Election (General) Department
- All District Collectors
- All Heads of Departments
- Secretary, Kerala Legislative Assembly, Thiruvananthapuram.
- Finance Department (for necessary action)
- Local Self Government Department (for necessary action)
- Planning & Economic Affairs Department (for necessary action)
- Election (General) Department (for information)
- All Departments and all sections in Government Secretariat including Law,  
Finance and General Administration Department  
(To inform all the institutions under their administrative control)
- Private Secretary to Chief minister and all other ministers
- Web & New Media ( for uploading in the Government Website)
- Information & Public Relations Department
- Additional Secretary to Chief secretary
- PA to Secretary, General Administration Department
- Stock file/Office Copy

Endt No: E8/4156/16/CE/LSHD Dt: 19.04.16  
for information & further necessary action

Forwarded/ by order