

**Closing of offices and industrial establishments on the death of high dignitaries.
(BPE No. 2(22)/77-BPE(GM-I) dated 6th December, 1979)**



CHAPTER XII
MISCELLANEOUS

4.

DPE/Guidelines/XII/4

Closing of offices and industrial establishments on the death of high dignitaries

References have been received in the Bureau of Public Enterprises from time to time inquiring about the policy to be followed by the Public Enterprises with regard to the closing of offices and industrial establishments on the day of death of high dignitaries. The question of laying down general policy guidelines, which could be adopted by the Public Enterprises in the event of such an eventuality, has been considered. I enclose herewith a copy of the MHA O.M. dated 25.1.72 explaining the procedure to be followed by the Government departments and its industrial establishments on the death of the high dignitaries. It will be noted that the industrial establishments of the Central Government would not be closed on the death of any dignitary. In the event of the death of the President, such establishments will however remain closed on the day of the funeral at the place where the funeral takes place. That day will also be declared as a public holiday at that place under the Negotiable Instruments Act, 1881. No public holiday will be declared under the Act on the death of any other dignitary. In the event of the death of any dignitary of a State or Union Territory, the Government or the administration concerned are required to take thereon decision for the closure of their offices. The offices and industrial establishments of the Central Government are not required to follow suit in such cases but in the event of the death of Governor or the Chief Minister of a State (such offices/but not industrial establishments) should be closed down in accordance with the instructions contained in Annexure-I to enable the officers and staff to pay homage to the deceased dignitary or to attend the funeral.

The offices of the Public Enterprises both at their headquarters and the industrial establishments could follow the principles applicable to the industrial establishments of the Central Government when death of a high dignitary takes place.

Copy of M.H.A. O.M. No. 3/10/76-Pub-II dated 25-1-72 regarding Closing of offices and industrial establishments on the death of high dignitaries.

The undersigned is directed to say that the existing instructions regarding closure of offices and industrial establishments of the Government and declaring public holidays under the Negotiable Instruments Act, 1881, on the death of high dignitaries have been reviewed keeping in view the need for minimising the interruption in the transaction of Government work and the loss of production in industrial establishments, which result from such closures. A set of revised instructions to be observed on such occasions in future is attached.

2. According to these instructions, industrial establishments of the Government will not be closed on the death of any dignitary. In the event of the death of the President such establishments will remain closed only on the day of the funeral at the place where the funeral takes place. That day will also be declared as a public holiday at that place under the Negotiable Instruments Act, 1881. No public holiday will be declared under the Act on the death of any other dignitary.

3. The Governments and Administrations of Union Territories will follow the enclosed instructions on the death of the President or Prime Minister. The State Governments are being requested to adopt a similar course. Offices and industrial establishments of States and Union Territories need not be closed in the event of the death of any other Central dignitary.

4. In the event of the death of any dignitary of a State or Union Territory, the Government or Administration concerned will take its own decisions for the closure of its offices. The offices and industrial establishments of the Central Government are not required to follow suit in such cases, but in the event of the death of a Governor or a Chief Minister of a State, such offices (but not industrial establishments) should be closed in accordance with the enclosed instructions to enable the officers and staff to pay homage to the deceased dignitary or to attend the funeral.

5. Closure of Courts on the death of Central dignitaries will be governed by orders of the High Court concerned.

ANNEXURE-I

INSTRUCTIONS REGARDING CLOSURE OF GOVERNMENT OFFICES AND INDUSTRIAL ESTABLISHMENTS IN THE EVENT OF THE DEATH OF HIGH DIGNITARIES

General Instructions

1. *President* : In the event of the death of the President :

(1) All offices of the Central Government will be closed throughout India on the day of which death occurs; and

(2) On the day of the funeral –

- a. all offices of the Central Government will be closed throughout India;
- b. industrial establishments of the Central Government will be closed at the place where the funeral takes place; and
- c. a public holiday under the Negotiable Instruments Act, 1881, will be declared by the Ministry of Home Affairs at the place where the funeral takes place, if it is not already a public holiday.

2. *Vice-President*: In the event of the death of the Vice-President, all offices of the Central Government will be closed.

- a. throughout India on the day on which death occurs; and
- b. at the place where the funeral takes place, for half-a-day on the day of the funeral.

3. *Prime Minister*: In the event of the death of the Prime Minister, all offices of the Central Government will be closed throughout India on the day on which death occurs and also on the day of the funeral.

4. *Union Cabinet Ministers*: In the event of the death of a Union Cabinet Minister, offices of the Central Government will be closed:

- a. for half a day in Delhi; and
- b. if the funeral takes place outside Delhi, for half a day at the place where the funeral takes place.

5. *Other members of the Council of Ministers of the Union*: In the event of the death of a Minister of a State, or Deputy Minister of the Union, offices of the Central Government under the direct charge of the deceased Minister will be closed:

- a. for half a day in Delhi; and
- b. if the funeral takes place outside Delhi, for half a day at the place where the funeral takes place.

6. *Governor or Chief Minister of a State*: In the event of the death of a Governor or a Chief Minister of a State, Central Government offices will be closed :

- a. in the capital of the State concerned for half a day.
- b. if death occurs at a place outside the State Capital, also for half a day at that place; and

- c. if the funeral takes place at any other place, for half a day at the place where the funeral takes place.

Special Instructions

1. On receipt of the intimation of the death of the President, Vice-President or Prime Minister, the Ministry of Home Affairs will inform the Central Ministries and Departments, State Governments, etc. The All India Radio will also make an announcement. Heads of offices throughout India will arrange for closure of their offices as soon as intimation is received from the Ministry of Home Affairs or over the AIR, whichever is earlier.
2. If intimation of the death of the President, Vice-President or Prime Minister is received after office hours, Central Government offices will be closed throughout India on the following day if it is otherwise a working day.
3. If intimation of the death of the President, Vice-President or Prime Minister is received during office hours late in the afternoon, offices will be closed for rest of the day but if it is not possible to effect closure for more than three hours, Ministry of Home Affairs may issue instructions for closing the offices on the following day also if it is otherwise a working day.
4. In the event of the death of a Union Cabinet Minister, the Ministry of Home Affairs will intimate the particular half day when offices at Delhi and at the place of the funeral may remain closed.
5. In the event of the death of a Union Minister of State or Deputy Minister, the concerned Ministry or Department will determine the particular half day when their offices may remain closed at Delhi and at the place of the funeral. The closure should be so adjusted to enable officers and staff of the Ministry or Department concerned to pay homage to the deceased or attend the funeral.
6. In the event of death of a Governor or Chief Minister of a State, the particular half day when the offices may remain closed will be determined by the Heads of local offices in consultation with the Chief Secretary of the State Government.
7. In the event of death of the President or Prime Minister, offices and industrial establishments of the Governments/Administrations of Union Territories will follow the above instructions. These offices need not be closed in the event of the death of the other Central dignitary.
8. In the event of the death of Administrator or Chief Minister or other Minister of a Union Territory, the Government/Administration of the Union Territory concerned may take its own decision regarding closure of its offices. Other Central Government offices in the Union Territories will not be closed on such occasions.

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