



GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT
SECRETARIAT, PORVORIM, GOA- 403 521, TEL-2419784, FAX-2419753

No.37/2/2020-GAD-III(PF-I)/172

Dated:- 21/04/2021
Vaisakha 1, Saka 1943

OFFICE MEMORANDUM


In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions/guidelines are issued for strict compliance of the State Government Departments, Semi-Government Organisations, Autonomous Bodies or in any other Aided Institutions under Government of Goa, in view of Office Memorandum No.FNo.11013/9/2014-Estt.A-III dated 19/04/2021 issued by the Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training, Government of India :-

- i. Police, home guards, civil defence, fire and emergency services, disaster management, prison, treasury, district administration, forest Department and municipal services will function without any restrictions.
 - ii. All other Government Departments of the State to work with restricted staff. Group 'A' and 'B' Officers shall attend. Group 'C' and level below that may attend up to 50 % of strength, as per requirement to ensure social distancing. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
- 2) All Head of Departments shall prepare the duty roster to ensure that the employees are called to office on alternate basis so that upto 50% strength of the employees shall attend office on a particular day and remaining shall work from home on alternate day basis (absolutely essential staff may attend on a daily basis). It is suggested that the working hours for all the employees who attend the office on a particular day should also be staggered. Three groups of employees may be formed and asked to attend the office as per following timings:-
- a) 9:00 AM to 4:00 PM,
 - b) 9.30 AM to 5.00 PM,
 - c) 10.00 AM to 5.30 PM
- 3) Those officials who are working from home in pursuance to above, should be available on telephone and electronic means of communication at all times. They should attend office, if called for and if any exigency of work demands.

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- 4) The Departments are requested not to convene meetings unless it is essential and avoid asking field functionaries to come to the head office in a routine manner. Further, visitors should be avoided to visit the office. Effort should be made to do the work through video conference etc. instead of regular meetings.
- 5) The Departments are also requested to instruct their staff to remain at home if they have symptoms like cough, cold, fever, or if they are short of breath, etc. and advised to take appropriate medical care through Govt. doctors. The doctor's advice and prescription be made available to the Head of Department digitally for information.
- 6) In compliance of COVID-19 Vaccination Advisory No.37/2/2021-GAD-III dated 07/04/2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
- 7) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided and proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
- 8) All Head of Departments to comply with the above instructions and issue similar instructions to their Attached/Subordinate Offices, Autonomous/Statutory Bodies, and shall further ensure that the employees maintain proper social distancing in the Office and the use of masks, sanitizers and frequent hand washing be encouraged.
- 9) The offices and employees engaged in essential/emergency services and those directly engaged in various activities of the Government, for measures being taken to control spread of COVID-19, shall continue those duties, as assigned, till further orders.
- 10) Further, Departments shall ensure strict compliance of the instructions on COVID-appropriate behavior issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare and Department of Personnel & Training from time to time.
- 11) The above instructions/guidelines shall come into effect immediately and will remain in force until 30/04/2021 or further orders, whichever is earlier.

This issues with the approval of the competent authority.


(Ravi Dhawan, IAS)
Secretary (GA)

To :-

- 1) All Secretaries to Government, Secretariat, Porvorim.
- 2) All Head of Departments/Offices/Corporations/Autonomous Bodies, etc.
- 3) All Offices of Ministers/Speaker/Deputy Speaker/Leader of Opposition.
- 4) Guard File.
- 5) Office copy.