COVID-19
TOP PRIORITY

OFFICE OF THE COLLECTOR, NORTH GOA DISTRICT
& DISTRICT DISASTER MANAGEMENT AUTHORITY
Civil Administration Branch, Collectorate Bldg., Panaji-Goa
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No. 4/98/CAB/COL/MISC/261

Date: 19/03/2020

MEMORANDUM

Sub:- Advisory on COVID-19 to Officers and Staff of Collectorate,
North Goa District and its Subordinate-offices.

The contents of Circular no. 35/5/2019-GAD-III/5322 dated 17/03/2020
issued by Under Secretary (GA-I) Secretariat, Porvorim on the precautionary measures to
prevent the spread of the epidemic is forwarded to all Branches of the Collectorate and its
Subordinate offices to adhere and follow the Advisory.

Also, the staff of the Collectorate and its subordinate-offices may be advised to
refrain from travel outside the State.

This is issued with the approval of the Collector, North Goa.

(Gopal A. Parsekar)
Additional Collector - II
North Goa District

Encl: The Circular.

To,


2. The Deputy Collector & SDO,
   Panaji/Bardez/Pernem/Sattari/Mapusa/Bicholim.

3. The Mamlatdar, Panaji/Bardez/Pernem/Sattari/Mapusa/Bicholim.

4. The Confidential/EST/Election/LA/CAB/MAG/Judicial/
   Accounts/Revenue/Flying Squad/Monitoring/Cumeri/DRC Branch of
   Collectorate.

5. The Storekeeper, Accounts Section, O/o. Collector (N) to make available
   items as per Circular mentioned above to all branches of Collectorate, for
   necessary action.
CIRCULAR

As preventive measures against the pandemic of COVID-19 with increasing number of cases all over the world, the following instructions are issued for strict compliance :-

1. All Departments of Secretariat are requested not to convene meeting unless it is very urgent and not to ask the HODs/Directorate Officials to come to Secretariat in a routine manner.

2. All Departments are requested to instruct their staff to remain at home if they have symptoms like cold, fever, cough, shortness of breath/breathing difficulties etc., in order to stop the spread of the virus and advised to take appropriate medical care through doctors.

3. All staff members are requested to frequently wash their hands with soap atleast for 20 seconds as a precaution against the spread of the virus.

All Secretaries/HODs are requested to strictly comply to the above instructions.

(Sridip Arlekar)
Under Secretary (GA-I)

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