

**COVID-19**  
**TOP PRIORITY**



**OFFICE OF THE COLLECTOR, NORTH GOA DISTRICT  
& DISTRICT DISASTER MANAGEMENT AUTHORITY**  
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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,

1. The Additional Collector-I/II/III, Panaji.
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/DRO 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.

18/11/2020

GOVERNMENT OF GOA  
Received 6/14/20

Date 18/03/2020 Signature

19/03/20

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GOVERNMENT OF GOA  
GENERAL ADMINISTRATION DEPARTMENT  
SECRETARIAT, PORVORIM, GOA- 403 521

TEL- 0832 2419784

FAX- 0832 2419753

No.37/2/2020-GAD-III/2624

Dated:17 /03/2020

27 Phalguna Saka 1941

Circulate to all branches of Collectorate & all sub-offices.


18/3/2020

C I R C U L A R

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.

  
(Shripad 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.