



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

TEL- 0832 2419784

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No.37/2/2020-GAD-III | 5346

Dated:18 /03/2020

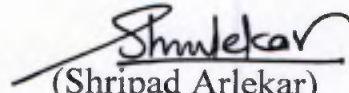
28 Phalguna Saka 1941

Read :- Circular No.35/5/2019-GAD-III/5322 dated 17 /03/2020.

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 :-

1. Departments are requested not to convene meetings unless it is essential and avoid asking the field functionaries to come to their Head Offices in a routine manner.
2. 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 and water, as per the standard protocol in this regard, as a precaution against the spread of the virus.
4. All Departments are directed to adhere to the Circular dated 17/03/2020 and ensure work place cleanliness.


(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.

URGENT



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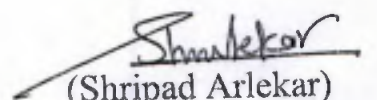
No.35/5/2019-GAD-III S322

Dated : 17.03.2020

CIRCULAR

1. More than 100 Countries across the world has now reported cases of COVID-19 and it has been declared as pandemic by WHO. There are cases reported from different parts of the Country, and therefore, it is essential to take up precautionary steps to prevent the State from the effect of the epidemic.
2. It is, therefore, advised that all Government Departments may ensure workplace cleanliness;
 - i. surfaces (Desks, Tables and lift key pads) and objects (Telephones and keyboard, etc.) needs to be cleaned with disinfectants with 70+% alcohol content,
 - ii. hand sanitizers be made available at entry point, proper hand wash be made available at wash basin and water supply be ensured, as frequent hand washing helps in preventing the spread of virus,
 - iii. posters be displayed prompting respiratory hygiene and other do's and dont's at prominent points to create maximum awareness,
 - iv. masks, if necessary, should be made available to employees.

All the Secretaries to Government and the HODs are requested to ensure strict compliance of the above.


(Shripad Arlekar)
Under Secretary(GA-I)

To,

- 1) The Office of Chief Minister/Ministers, Ministerial Block, Secretariat.
- 2) The Office of Speaker/ Dy. Speaker and Leader of Opposition.
- 3) All the Secretaries in the Secretariat.
- 4) The Secretary (Health), with a request to provide awareness material to be displayed in all Offices.
- 5) All the Addl. Secretaries/ Joint Secretaries/ Under Secretaries.
- 6) All the Departments inside Secretariat.
- 7) All the Head of Departments/Offices/ Corporations/ Autonomous Bodies etc. for wide circulation to the employees.
- 8) Guard file.
- 9) O/c.