



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

No.37/2/2020-GAD-III/5411

Dated:- 12/04/2020

चैत्र २३ शके १९४२

ORDER

1. Pursuance to the various measures taken to combat the pandemic of COVID-19, the Government has decided to resume operations of all its Departments and hereby directs that all the officers of All India Services, Goa Civil and Police Services, other Goa General Services, Head of Departments and Officers of equivalent rank and Officials of the rank of Junior Engineer and above of the respective Departments shall attend regular Office duties w.e.f. 13/04/2020 while the remaining Government employees shall attend their office duties w.e.f. 15/04/2020, as per the duty roster prepared by their Heads of Department..

2. All Head of Departments shall ensure that the employees are called to office on alternate basis so that not more than 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) 10.00AM to 5.30PM

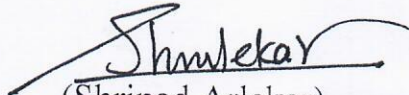
3. Those officials who are working from home in pursuance to above, should be available on telephone and electronic means of communication at all times. They should attend office, if called for and if any exigency of work demands.

4. 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.

Cont....

5. Departments are 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. All departments shall make available hand sanitizers, handwash at wash basins and ensure water supply at wash basins.
7. All the norms of social distancing should be adhered to at the work place.
8. Employees should be encouraged to use mask while travelling in public transport and at the workplace.
9. 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 and sanitizers be encouraged.
10. These instructions shall also apply to 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. However, they shall continue those duties, as assigned, till further orders.
11. These orders shall be applicable with immediate effect and will remain in force till 30/04/2020.

This issues with the approval of the competent authority.


(Shripad Arlekar)
Under 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.