



Government of Goa  
Directorate of Education  
Alto Porvorim, Bardez, Goa

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No.Acad/Misc/Exam/2020/747

Dated: 13/04/2020

Read: No.37/2/2020-GAD-III/5411 dated 12/04/2020 from Under Secretary,  
General Administration Department

**ORDER**

1. Pursuant to the various measures taken to combat the pandemic of COVID-19 it has been decided by the competent authority that the employees of institutions under this Directorate of Education shall attend their office duties w.e.f. 15/04/2020 as per the duty prepared by their Heads of the institutions.

2. All Head of Institutions 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 as asked to attend the office as per following timings.

- a) 8.00 AM to 12.00 PM
- b) 9.00 AM to 1.00 PM
- c) 9.30 AM to 1.30 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.

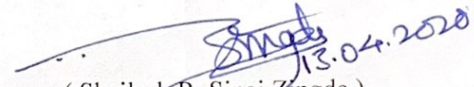
4. Institutions are requested not to convene meetings unless it is essential. Further, visitors should be avoided to visit the office.

5. Institutions 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 Institution digitally for information.

  
13/04/2020

6. All Institutions shall make available hand sanitizers, hand wash 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. 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.

  
( Shailesh R. Sinai Zingde )  
Dy. Director of Education (Acad)

To,  
The Heads of  
All the Govt./Govt. aided/Unaided  
Primary/Secondary/Higher Secondary & Special Schools in the State of Goa.

Copy to:-

- 1) The Dy. Director of Education, North/South/Central Educational Zone, Mapusa/Margao/Panaji-Goa.
- 2) The A.D.E.I.s of all Talukas.
- 3) The Nodal Officer, IT for uploading on website of this Directorate.