



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

No.37/2/2020-GAD-III/570

Dated:- 28/08/2020  
Bhadra 6, Saka 1942

**OFFICE MEMORANDUM**

On account of the increase in COVID-19 cases in Secretariat Departments/Offices, it is hereby directed that not more than 50% strength of the Secretariat employees shall attend the office on a particular day and the remaining employees shall work from home on alternate day basis (absolutely essential staff may attend on a daily basis).

2. All the Additional/Joint/Under Secretaries in the Secretariat, in consultation with the Secretaries concerned, shall ensure that the employees are called to office accordingly. This shall also be followed by the Offices of Secretaries/Additional/Joint Secretaries.

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. These orders shall be applicable with effect from 31/08/2020 and will remain in force upto 11/09/2020.

This issues with the approval of the competent authority.

(Gouresh S. Kurtikar)  
Joint Secretary (GA)

To :-

- 1) All Secretaries to Government, Secretariat, Porvorim.
- 2) All Additional/Joint/Under Secretaries, Secretariat, Porvorim.
- 3) Guard File.
- 4) Office copy.