



GOVERNMENT OF GOA  
GENERAL ADMINISTRATION DEPARTMENT  
SECRETARIAT, PORVORIM, GOA- 403 521, TEL-2419784, FAX-2419753

No.37/2/2020-GAD-III(PF-I)/519

Dated:- 31/05/2021  
Jyaishtha 10, Saka 1943

- Read :- 1) Office Memorandum No.37/2/2020-GAD-III(PF-I)/172 dated 21/04/2021  
2) Office Memorandum No.37/2/2020-GAD-III(PF-I)/295 dated 30/04/2021  
3) Office Memorandum No.37/2/2020-GAD-III(PF-I)/423 dated 13/05/2021  
4) Office Memorandum No.37/2/2020-GAD-III(PF-I)/500 dated 27/05/2021

**OFFICE MEMORANDUM**

In supersession to the O.M. No.37/2/2020-GAD-III(PF-I)/500 dated 27/05/2021 and in view of Covid-19 pandemic and to take measures to prevent its spread, the following instructions/guidelines are issued for strict compliance of the State Government Departments, Semi-Government Organizations, Autonomous Bodies or in any other Aided Institutions under Government of Goa as follows:-

- 1) In compliance of COVID-19 Vaccination Advisory No.37/2/2021-GAD-III dated 07/04/2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
- 2) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided and proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
- 3) 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, shall continue those duties, as assigned, till further orders.
- 4) The 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.
- 5) The Departments are also 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.

Contd/-

- 6) 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, sanitizers and frequent hand washing be encouraged.
- 7) Further, Departments shall ensure strict compliance of the instructions on COVID-appropriate behavior issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare and Department of Personnel & Training from time to time.
- 8) The above instructions/guidelines will remain in force until 15/06/2021. Further, marking of attendance through Biometric system is exempted till 15/06/2021.

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.