



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

No.37/2/2020-GAD-III(PF-I)/1369

Dated:- 28/07/2021
Sravana 6, Saka 1943

Read :- Office Memorandum No.37/2/2020-GAD-III(PF-I)/838 dated 16/06/2021

OFFICE MEMORANDUM

In view of Covid-19 pandemic and to take measures to prevent its spread, the following instructions/guidelines are issued for compliance of the State Government Departments, Semi-Government Organizations, Autonomous Bodies or in any other Aided Institutions under Government of Goa :-

- 1) In compliance of COVID-19 Vaccination Advisory No.37/2/2021-GAD-III dated 07/04/2021, all employees are advised to get themselves and their eligible family members vaccinated.
- 2) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be 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 to convene meetings only if 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.

 Contd/-

- 5) The Departments are also requested to instruct their staff to get themselves tested for Covid and isolate themselves till test result is received, 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 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 01/08/2021. Further, marking of attendance through Biometric system is exempted till 01/08/2021.

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.