



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

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

2663

Dated:- 16/11/2021
Kartika 25, Saka 1943

OFFICE MEMORANDUM

In view of Office Memorandum No.F.No.11013/9/2014-Estt.A-III dated 01/11/2021 issued by the Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training, Government of India, 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 :-

2. It has been decided to resume Aadhar Based Biometric Attendance System for all levels of employees, with immediate effect. It shall be the responsibility of Heads of Department to ensure that :-

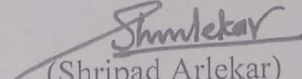
- a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding;
- c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance;
- d) As far as possible, designated personnel should be deployed near bio- metric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behavior while in queue;
- e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- f) All offices shall undertake orientation of the employees on precautions to be followed.
- g) Meetings, as far as possible, shall continue to be conducted on video- conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- h) All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.

Cont....

3. Further, Offices/Departments marking their attendance on face/card reader attendance system pursuant to Circular No.37/2/2020-GAD-III(PF-I)/1823 dated 06/09/2021 shall continue.

4. All Heads of Department 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.

This issues with the approval of the competent authority.


(Shripad Arlekar)
Under Secretary (GA-I)

To :-

- 1) All Secretaries to Government, Secretariat, Porvorim.
- 2) All Heads of Department/Offices/Corporations/Autonomous Bodies, etc.
- 3) All Offices of Ministers/Speaker/Deputy Speaker/Leader of Opposition.
- 4) Guard File.
- 5) Office copy.