



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

No.37/2/2020-GAD-III/(P.F) /452

Dated:- 08/02/2022  
Magha 19, Saka 1943

**OFFICE MEMORANDUM**


In view of the signs of surge in cases of COVID-19 and to take measures to prevent its spread, the following instructions/guidelines are issued for strict compliance of the State Government Departments, Semi-Government Organisations, Autonomous Bodies or in any other Aided Institutions under Government of Goa, in view of Office Memorandum F.No.11013/9/2014-Estt.A-III dated 03/01/2022 issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India :-

- (i) Persons with Disabilities and Pregnant women employees shall be exempted from attending office, but are required to work from home.
- (ii) Those officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times. They should attend office, if called for and if any exigency of work demands.
- (iii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
- (iv) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non- crowding in corridors, canteens etc.

- (v) The marking of attendance through Aadhar based Biometric Attendance System is exempted till 15/02/2022. However, all the employees are required to mark their attendance in Attendance Registers manually. Further, Offices/Departments having face/card reader Attendance System shall continue marking their attendance.

The above instructions/guidelines will remain in force until **15/02/2022** or further orders, whichever is earlier.

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.