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

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No.37/2/2020-GAD-III(PF) 2663

Dated: 20/04/2020  
31 Chaitra Saka 1942

Read: (1) Office Memorandum No.37/2/2020-GAD-III/5449 dated 18/04/2020  
(2) Circular No. 37/2/2020-GAD-III/2652 dated 13/04/2020

**CIRCULAR**


In pursuance to the Office Memorandum dated 18/04/2020 and in supersession to Circular dated 13/04/2020 read at preamble (1) & (2) respectively, it is enjoined upon all the Under Secretaries/ Joint Secretaries/Additional Secretaries in the Secretariat to prepare the duty roster with staggered timings for staff attendance, ensuring that not more than 33% strength of Group 'C' staff of the department shall attend office on a particular day.

The duty roster shall be prepared ensuring that employees occupying nearby seats in offices are called on alternate days so as to maintain social distancing.

Further, the lunch timings in respect of the staff attending office shall be staggered in two batches as follows:

- (i) 1.00 p.m. to 1.30 p.m.
- (ii) 1.30 p.m. to 2.00 p.m.

The contents of the above circular shall be brought to the notice of all staff.

  
(Shripad Arlekar)  
Under Secretary (GA-I)

To,  
(1) The Under Secretaries/ Joint Secretaries/ Additional Secretaries in the Departments inside Secretariat.

Copy to:  
(1) The P.A. to Secretary (GA), Secretariat, Porvorim-Goa...for information.

ISSUED  
on 20/4/20