



17/3/20  
Hc

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

TEL- 0832 2419784

FAX- 0832 2419753

No.37/2/2020-GAD-III/2624

Dated:17 /03/2020


27 Phalguna Saka 1941

C I R C U L A R

As preventive measures against the pandemic of COVID-19 with increasing number of cases all over the world, the following instructions are issued for strict compliance :-

1. All Departments of Secretariat are requested not to convene meeting unless it is very urgent and not to ask the HODs/Directorate Officials to come to Secretariat in a routine manner.
2. All Departments are requested to instruct their staff to remain at home if they have symptoms like cold, fever, cough, shortness of breath/breathing difficulties etc., in order to stop the spread of the virus and advised to take appropriate medical care through doctors.
3. All staff members are requested to frequently wash their hands with soap atleast for 20 seconds as a precaution against the spread of the virus.

All Secretaries/HODs are requested to strictly comply to the above instructions.

  
(Shripad Arlekar)  
Under Secretary (GA-I)

Copy to:-

- 1) All Secretaries to Government, Secretariat Porvorim.
- 2) All Head of Departments/Offices/Corporations/Autonomous Bodies etc for compliance and vide circulation.
- 3) All Offices of Ministers/ Speaker/Deputy Speaker/Leader of Opposition.
- 4) Guard File.
- 5) Office Copy.