



131

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

No.37/2/2020-GAD-III / 5380

Dated:- 21/03/2020


चैत्र १ शके १९४२

Read :- 1) Circular No.37/2/2020-GAD-III/2624 dated 17/03/2020  
2) Circular No.37/2/2020-GAD-III/5346 dated 18/03/2020

**OFFICE MEMORANDUM**

1. In continuation of Circulars dated 17/03/2020 and 18/03/2020 read in preamble it is suggested that the working hours for all employees who attend office on a particular day should be staggered. Three groups of employees may be formed and asked to attend office as per the following timings:-
  - (a) 9 AM to 5.30 PM
  - (b) 9.30 AM to 6 PM
  - (c) 10 AM to 6.30 PM
2. Those officials who are working from home in pursuance of the aforesaid Circulars should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
3. All Heads of Department to comply with the above instructions and issue similar instructions to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
4. These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
5. These orders shall be applicable with immediate effect and will remain in force till further orders.

This issues with the approval of the Government.

  
(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.