



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

No.37/2/2020-GAD-III/514

Dated:- 19/06/2020  
29 Jyaistha, Saka 1942

**OFFICE MEMORANDUM**

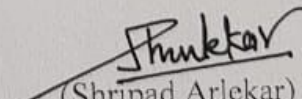
Taking in view the rising cases of COVID-19 in the State, it is hereby advised that the employees working in the State Government/Semi Government/ Departments, whose any of the family member staying with them is detected COVID-19 positive, shall refrain from attending office until the test report of such family member is declared negative by the concerned medical authority.

Further, he/she shall immediately intimate his/her immediate superior about the situation, who shall inturn permit such employee to work from home.

The employees working from home in pursuance to above shall be available on telephone and electronic means of communication at all times. They shall attend office, if called for and if any exigency of work demands.

All Head of Departments are directed to bring the above instructions to the notice of their employees and issue similar instructions to their Attached/Subordinate Offices, Autonomous/Statutory Bodies, for strict compliance.

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.