



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

No.37/2/2020-GAD-III/5449

Dated:- 18/04/2020
29 Chaitra, Saka 1942

- Read 1) Order No.37/2/2020-GAD-III/5411 dated 12/04/2020
2) Order No.37/2/2020-GAD-III/5416 dated 14/04/2020

OFFICE MEMORANDUM

1) In supersession to the Orders dated 12/04/2020 and dated 14/04/2020 read in preamble, the following Offices of State Government, other Autonomous Bodies will remain open w.e.f. 20/04/2020 as specified in the guidelines issued by the Ministry of Home Affairs, Government of India, vide Order No.40-3/2020-DM-I(A) dated 15/04/2020 :-

- i. Police, home guards, civil defence, fire and emergency services, disaster management, prison and municipal services will function without any restrictions.
- ii. All other Government Departments of the State to work with restricted staff. Group 'A' and 'B' Officers shall attend. Group 'C' and level below that may attend up to 33% of strength, as per requirement to ensure social distancing. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
- iii. District Administration and Treasury (including field offices of the Accountants General) will function with restricted staff. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
- iv. Forest Offices : staff/workers required to operate and maintain zoo, nurseries, wildlife, fire-fighting in forests, watering plantation, patrolling and their necessary transport movement.

2) All Head of Departments shall prepare the duty roster to ensure that the employees are called to office on alternate basis so that upto 33% strength of the employees shall attend office on a particular day and remaining shall work from home on alternate day basis (absolutely essential staff may attend on a daily basis). It is suggested that the working hours for all the employees who attend the office on a particular day should also be staggered. Three groups of employees may be formed and asked to attend the office as per following timings:-

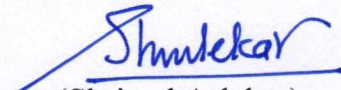
- a) 9:00 AM to 4:00 PM,
- b) 9.30 AM to 5.00 PM,
- c) 10.00 AM to 5.30 PM

Contd...

- 3) Those officials who are working from home in pursuance to above, should be available on telephone and electronic means of communication at all times. They should attend office, if called for and if any exigency of work demands.
- 4) Departments are requested not to convene meetings unless it is essential and avoid asking field functionaries to come to the head office in a routine manner. Further, visitors should be avoided to visit the office. Effort should be made to do the work through video conference etc. instead of regular meetings.
- 5) Departments are requested to instruct their staff to remain at home if they have symptoms like cough, cold, fever, or if they are short of breath, etc. and advised to take appropriate medical care through Govt. doctors. The doctor's advice and prescription be made available to the Head of Department digitally for information.
- 6) All Head of Departments to comply with the above instructions and issue similar instructions to their Attached/Subordinate Offices, Autonomous/Statutory Bodies, and shall further ensure that the employees maintain proper social distancing in the Office and the use of masks and sanitizers be encouraged.
- 7) The offices and employees engaged in essential/emergency services and those directly engaged in various activities of the Government, for measures being taken to control spread of COVID-19, shall continue those duties, as assigned, till further orders.
- 8) Further, the instructions regarding National Directives for COVID-19 Management and Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments, issued by the Ministry of Home Affairs, Government of India vide Order No.40-3/2020-DM-I(A) dated 15/04/2020 annexed herewith shall be followed, as applicable.

These orders shall remain in force till 03/05/2020.

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.

National Directives for COVID-19 Management

The National Directives shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

PUBLIC SPACES

1. Wearing of face cover is compulsory in all public places, work places.
2. All persons in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization /manager of public place shall allow gathering of 5 or more persons
4. Gatherings such as marriages and funerals shall remain regulated by the District Magistrate.
5. Spitting in public spaces shall be punishable with fine.
6. There should be strict ban on sale of liquor, gutka, tobacco etc. and spitting should be strictly prohibited.

WORK SPACES

7. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
10. Use of Arogya setu will be encouraged for all employees both private and public.
11. All organizations shall sanitize their work places between shifts.
12. Large meetings to be prohibited.

MANUFACTURING ESTABLISHMENTS

13. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
14. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
15. Intensive communication and training on good hygiene practices shall be taken up.

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Annexure II

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.