Government of Goa  
Directorate of Education  
Alto Porvorim, Bardez, Goa

Read: OM No: 37/2/2020-GAD-III/5449 dated 18/04/2020 issued by the GAD

CIRCULAR

In pursuance of the OM referred above, following instructions are issued for compliance by the respective heads of institutions under this Directorate:

1. The zonal offices under this Directorate are to work with restricted staff. Group ‘A’ and ‘B’ Officers shall attend. Staff belonging to the 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 shall be deployed for such purpose. The timing for the staff should be staggered.

2. All Heads of the Govt/ Aided/ Unaided schools shall ensure that the employees are called to office on alternate basis so that not more than 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)  8.00 AM to 12.00 Noon  
   b)  8.30 AM to 12.30 PM  
   c)  9.00 AM to 01.00 PM

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. Institutions are requested not to convene meetings unless it is essential. Further, students, parents and visitors should be avoided to visit the Institutions. Effort should be made to do the work through video conference etc. instead of regular meetings.

5. Institutions 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 Institution digitally for information.
6. All Head of institutions under this Directorate shall ensure that the employees maintained proper social distancing in the office and the use of masks and sanitizers be encouraged.


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

This issues with the approval of the competent authority.

(Vandana Rao, IAS)  
Director of Education

To,
The Heads of  
All the Govt./Govt. aided/Unaided Primary/Secondary/Higher Secondary & Special Schools in the State of Goa.

Copy to:-
1) The Dy. Director of Education, North/South/Central Educational Zone, Mapusa/Margao/Panaji-Goa.
2) The A.D.E.I.s of all Talukas.
3) The Nodal Officer, IT for uploading on website of this Directorate.