



भारत सरकार/ GOVERNMENT OF INDIA  
वित्त मंत्रालय/ MINISTRY OF FINANCE  
राजस्व विभाग /DEPARTMENT OF REVENUE

सीमा शुल्क आयुक्त का कार्यालय /OFFICE OF THE COMMISSIONER OF CUSTOMS  
सीमा शुल्क भवन, मार्मागोआ, गोवा - ४०३८०३ /CUSTOM HOUSE, MARMAGOA , GOA - 403803.  
दूरभाष क्रमांक-०८३२-२५२०६१५, फैक्स-०८३२-२५२०७४४ / Telephone No. 0832-2520615, Fax-0832-2520744

**OFFICE ORDER**

**Sub: Preventive measures to contain the spread of COVID-19**

Whereas "Public Health and Sanitation" is a State subject enlisted under the list-II (the State List) of the Seventh Schedule of the Constitution of India,

And whereas the Public Health Department, Government of Goa, vide Notification No. 23/20/2014-I/PHD/PartIV/552 dated 13.03.2020 had declared the Corona Virus disease (COVID-19) to be notifiable disease for the purpose of Part II of Chapter VII of the Public Health Act, 1985 throughout the State of Goa; that, it is essential to enforce social distancing of people to prevent the spread of the disease; that it is necessary to take exigent measure in this regards so as to prevent any danger to human life or safety, to thwart the spread of virus, which may affect the overall security of the State and may create disturbance of large public order and tranquility; that accordingly under the power vested in the District Magistrate, South Goa District, Margao under sub section (1) of Section 144 of the Code of Criminal Procedure, 1973 ordered vide No. 37/19/2020/L&O/MAG/3169 dated 22.03.2020 for closure of the South Goa District except Essential Services with effect from 00.00 hrs of 23.03.2020 to 00.00 hrs of 26.03.2020.

And whereas the **Department of Revenue, Government of India vide instructions issued vide F. No. 50050/40/2020-Ad.I dated 22.03.2020** has directed Head of each office to draw up a roster of staff for the office for the period 23<sup>rd</sup> March to 31<sup>st</sup> March, 2020 so that only those attend the office who are required for discharge of critical as well as essential functions of the office; that remaining staff should be available on telephone and other electronic means of communications at all times; that they shall attend office if called for, in case of any exigencies of work.

Now therefore, in compliance to above said order of the Govt. of Goa and Department of Revenue, Govt. of India and in view of safety of staff and general public at large, it is ordered as under-

1. Vide Office Order No 09/ 2020 dated 19.03.2020, all the Section heads were directed to ensure 50 % of Gr. B & C employees shall attend office every day and the remaining 50 % staff should be instructed to work from home. The said Office Order is hereby being withdrawn.
2. During the period of 23<sup>rd</sup> March, 2020 to 31<sup>st</sup> March, 2020, the officers and staff of the Goa Customs Commissionerate shall work from home except those specifically directed to be in the office to keep it open. Deputy/ Assistant Commissioners are directed to prepare a duty roster accordingly with skeletal staff who are required for discharge of critical as well as essential functions of the office. However, anyone may be called to attend office during the above said period.
3. While drawing the said duty roster, the situation of officers/staff staying in residential Colony and who don't need any transport to come to office shall be looked into; that the Officer/Staff who is about 50 years of old or having any underlined illness like diabetes, hypertension, etc. shall be taken into consideration in posting. Essential services like Airport, Sea-port, and Preventive Operations, should be sufficiently manned.
4. Deputy/ Assistant Commissioner (P&V) shall provide the officer posted in the Controlling Room with the contact numbers & e-mail IDs of all the Deputy/ Assistant Commissioners so that the important and urgent nature of work shall be communicated to them promptly; the officer posted in the Controlling Room should request the person/ tax payers visiting office for Official work to send email to the official email id of the office concerned. The mail so received shall be sent to the officer concerned immediately by the said officer posted in the Controlling Room who should be authorized to open email account.
5. Deputy/ Assistant Commissioners shall direct skeletal staff to receive Dak and attend to taxpayers. Physical Dak received, if any, shall be kept in a separate tray and opened only the next day, unless it is marked 'most immediate', following all the preparations to contain the spread of coronavirus.

6. The official work shall be carried out through electronic means of communication. The Officers are directed to keep their mobile phones on and be in touch with their superiors.

7. All working from home are reminded that they are not on leave but are on work, albeit from home, and hence must be available during the office hours for official work and shall not leave their stations. Timely completion of pending work and prompt action on contingent tasks must be ensured. If required to attend office to discharge work of urgent/time barring nature, one must attend office while taking all precautions as already widely publicized.

8. All are reminded that the above order of ensuring skeletal posting is to contain the spread of COVID-19 and hence they shall observe all necessary precautions in letter and spirit. One must go out of home only in cases of emergency and unless it is absolutely essential. Violation of the Govt. guidelines may invite appropriate disciplinary action.

9. These orders are subject to change upon any specific instruction in this regard received from the authorities concerned.

F.No.-01/04/2019-Admn.

Date: 23.03.2020

*M.R.C.*  
23.03.2020  
**(MIHIR RANJAN)**

Commissioner of Customs, Goa

Copy to-

1. The District Magistrate, Office of Collector and District Magistrate, South Goa, Magisterial Section, Room No. 435, 4th Floor, Matanhy Saldanha Administrative Complex, South Goa District, Margao, Goa.
2. The Joint Commissioner (Appg./Preventive), Custom House, Marmagoa, Goa
3. All Deputy/Asst. Commissioners, Custom House, Marmagoa, Goa for urgent Action.
4. The Assistant Commissioner (Airport),
5. The C.A.O., Custom House, Marmagoa, Goa.

6. *Chemical Examiner - IV*

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