

Minutes of the meeting regarding discussion on the Guidelines issued by Ministry of Home Affairs No. 40-3/2020- DM-1(A) on 15/4/2020 for containment of COVID19 epidemic in the Country, Chaired by Principal Secretary (Power)- Shri Puneet Kumar Goel, IAS

A meeting was convened on 17/4/2020 at 12:30pm with PWD, WRD, Electricity and various other Government officials to discuss on the implementation Construction aspect mentioned in the MHA guidelines issued on 15/4/2020.

List of Attendees :-

1. Sh. Sanjay Gihar, Secretary, Panchayat
2. Mrs. Menaka ,IAS, Collector North Goa
3. Sh. Tariq Thomas, IAS, DMA
4. Ms Ankita Anand, Director IT, Goa
5. Sh. Uttam Parsekar, PCE , PWD
6. Sh. Shrikant Patil, CE, WRD
7. Sh. Raghuveer Keni, CE, Electricity Department
8. Sh. Sheldarkar, MD, SIDCL
9. Sh. Umesh Kulkarni, CE, National Highway, PWD
10. Sh. Shanboug, Director Civil Aviation
11. Sh. Hussain Muzzawar, SPE, GSUDA
12. Sh. Narayan Gad, Director, Panchayat

It was discussed that Para 16 allows construction works outside municipal Corporations with certain conditions and with more stringent conditions within municipal areas. All the Terms and Conditions mentioned in consolidated MHA guidelines should be followed by the Government Contractors of the various Departments. It was also emphasized that MHA guidelines are sacrosanct and no relaxation can be given to any unit from these guidelines.

After detailed deliberations, it was unanimously decided to suggest the following procedure in respect of construction activities to SEC:-

- (i) With respect to Government construction activities, the agency/contractor undertaking the work will apply to the concerned Government Executive Engineer or equivalent rank officer of concerned

Departments/Agency/Corporation in format as given at **Annexure A** and accordingly , permission will be granted as per the format at **Annexure B**. With regard to developmental works of Municipalities /Panchayat/RDA the permission will be given by the concerned Project Officer/BDO/Chief Officer. These aforementioned officers would also be competent to accord travel permits as per format given at **Annexure C**

(ii) With regard to private construction licenses, the Owner/ Builder/Developer will seek permission from the concerned Commissioner/Chief Officer/ Panchayat Secretary and based on the same , the permission for the works and travel permit will be given by the concerned officers. This process will also be followed in respect of any urgent pre-monsoon repairs for houses by individuals

This is issued with the prior approval of Competent Authority.

To be typed on Letter Head

Annexure A

Letter No.....

Dated: /04/2020

LETTER/UNDERTAKING

To

The Executive Engineer,
Works Division...

.....

Sub:- Name of Work.....

Madam/Sir,

We have been awarded the work of,
under..... vide work order No..... dated.....

In this context, it is to submit that we would like to commence the above work during the lockdown period due to COVID 19 and the permission may kindly be granted:-

Sr. No	Type of vehicle/Machinery/ Equipment alongwith Vehicle No. Name of the Driver & Route	Name & Address of Agency/Name of the Supervisor/Mobile No	Name & Designation of Staff/Worker

Further we have read the instructions issued by the Ministry of Home Affairs, Govt. of India vide its Order No. 40-3/2020 DM-I(A) dated 15th April,

2020 in particular the para 16, para 17, para 21 and Annexure I & II of the said Order and Order No. 40-3/2020 DM-I(A) dated 16.4.2020.

We undertake to abide by these instructions.

Signature:

Name:

Seal:

Annexure B

Office of the Executive Engineer,
Works Division _____,

Dated: /04/2020

To
M/s.

.....

Sub:-

Ref:- dated.....

Sir/Madam

With reference to your Letter/Undertaking No.dated it is to inform you that the approval is granted to commence the above mentioned work during the lockdown period due to COVID 19 subject to the following conditions:-

1. The instructions issued by the Ministry of Home Affairs, Govt. of India vide its Order No. 40-3/2020 DM-I(A) dated 15th April, 2020. and Order No. 40-3/2020 DM-I(A) dated 16.4.2020 should be strictly adhered and also agreed by you as per your undertaking submitted by you vide above referred letter;
2. All the Staff/workers of your organization shall be issued a **Photo Identity Card** duly signed by the authorized signatory of your organization as per below format:

Passport size photo to be affixed

Name of the Staff:.....

Designation:
Residential Address:
Route:
Signature of the staff.....
Signature of the Authorized Signatory

3. Approval granted can be withdrawn at any time without assigning any reasons in case of violation and will attract penalties stipulated for violation.
4. ___ nos. of Travel Permit passes as requested is enclosed to this approval.

Yours faithfully,

Executive Engineer

.....

Encl: ___ Travel Permits

Copy for kind information to:

1. **The Collector (North)/ South, Panaji/Margao – Goa.**
2. **The Principal Chief Engineer, PWD, /**
_____ / _____
3. **The Police Inspector, _____**



Annexure C

GOVERNMENT OF GOA

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TRAVEL PERMIT

Name of the Contractor:

Office Address :
.....
.....

Name of the Driver/

Person :

Mobile No :

Approval No : Dated

Vehicle No :

Authorized to Travel :

Date of Issue :

Valid upto : **03/05/2020**

Signature of Executive Engineer

.....

Office Address

Office Seal

- 1. Valid only if carried with Valid Photo ID.**
- 2. Non Transferrable.**
- 3. The holder of this permit will comply with the Ministry of Home Affairs, Government of India Order No 40-3/2020-DMI(A) dated 24/03/2020 and other orders issued by the Collectors and any other Government Authorities from time to time. And any violation of the instructions is cognizable offence and shall be punishable u/s 188 of IPC and different provisions of the Disaster Management Act 2005.**

Minutes of the meeting held on 17/4/2020 regarding discussion on the Guidelines issued by Ministry of Home Affairs No. 40-3/2020- DM-1(A) on 15/4/2020 for containment of COVID19 epidemic in the Country, Chaired by Principal Secretary (Power) Shri Puneet Kumar Goel, IAS

A meeting was convened on 17/4/2020 convened with the representatives of E-Commerce Companies along with Collectors North and South Goa to discuss on the implementation aspect of the MHA guidelines issued on 15/4/2020.

List of Attendees :-

1. Mrs. Menaka ,Collector North Goa,
2. Sh. Ajit Roy, Collector South Goa
3. Ms Ankita Anand, Director IT, Goa
4. E – Commerce representatives -
Swapnil Murari, Delhivery
Vikram Rawat, Delhivery
Jacent F Mascurenhas, Flipkart
Mervin P.George, Flipkart
Kaushik Tiwari, Zomato
Shashwat Gupta, Amazon

The MHA guidelines were shared with the representatives of Delhivery, Flipkart, Zomato and Amazon E-commerce Companies. Delhivery informed that there are about 100 employees working for various E-commerce Companies. As informed by the representatives there are about 300 flipkart employees, about 400 Amazon Employees.

A representative from Swiggy, Mr Mewyn, couldn't join the meeting but was spoken to on phone. The minutes would be shared with all concerned.

It was re-iterated that all Goods vehicle are allowed as per the MHA guidelines. E Commerce employees to carry their ID Card and would be identified with their Company Specific Shirts and Company Sticker on their vehicles.

The following Decisions were taken:-

- 1) Post 20th April 2020, the E-commerce Companies need to provide both essential and non-essential services.

- 2) A Valid ID card to be compulsorily carried by the Employees of the respective E Commerce Company.
- 3) A Visible indication of the E Commerce Company should be there on the Employees uniform.
- 4) A company specific Sticker- clearly displaying logo should be placed on the vehicle at a conspicuous place.
- 5) List of yards/operating spaces along with number of employees, name and number of authorised person, to be mailed to the respective Collectors on Emails- coln.goa@nic.in and cols.goa.@nic.in.
- 6) The Terms and conditions as mentioned in the MHA Guidelines
- 7) The details of such companies would be given to Police by Collectorate.

This is issued with the Prior Approval of Competent Authority.

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Meeting were convened on 16/4/2020 and 17/4/2020 with the representatives of Industrial Estate, MD GIDC, Field Managers along with Collectors North and South Goa to discuss on the implementation aspect of the MHA guidelines issued on 15/4/2020.

List of Attendees :-

1. Mrs. Nila Mohanan, IAS, Secretary Health
2. Sh. J Ashok Kumar, IAS, Secretary Tourism
3. Sh. Rajesh Kumar, IPS, DIG
4. Mrs. Menaka ,IAS, Collector North Goa,
5. Sh. Ajit Roy, IAS, Collector South Goa
6. Ms Ankita Anand, Director IT, Goa
7. Sh. Deepak Bandekar, Director Industries, Goa
8. Mr. Derrick Neto, MD, GIDC
9. GIDC Officers –
 - Vijaykumar Honawad, GM(E)
 - Girish Priolkar, RM
 - Mohammed Anwar, FM (SFMS)
 - Raghuraj Shetgaonkar, FM
 - Hanumant Manjrekar, FM
 - Naresh Dessai, FM
 - Vinayak Khandeparkar, FM
 - Fletcher Fernandes, FM(SFMS)
 - Aman Shetgaonkar, FM(SFMS)
 - Jose Barretto, FM
 - Stanley Colasso, FM
 - Mason Dias, FM
 - Sanket FalDessai, FM
 - Jitendra Gawandlkar, FM
 - Luciano Costa, FM
 - Mukund Kaisukar, RM
 - Ravindra Ashtekar, AM

10. Industrial Association representatives –

Mr. Damodar Kochkar, GSIA
Pradip da Costa, Verna
Dadi Shirsat, Bethora
Thirubhai, Bethora
Sohan Kelekar, Madkaim
Pushkar Kotnis, Karaswada
Kiran Shirshat, Kundaim
Mayuresh Dhuma, Pilerne
Swaroop Nail, Tuem
Sujit Parulekar, Colvale
Darsahn Van, Mapusa
Sashidharan Nair, Sancoale

The representative of Industry Associations cited that in view of the extended lockdown and implementation of MHA guidelines in the industrial units, it would be pertinent to have a car pass system. This will reduce the crowding at the check points. They informed that there are around 4500 industries with about 3- 3.5 lakh workers, operating in 23 industrial areas and about 300 industrial units exist outside industrial areas and municipal limits. All the terms and Conditions mentioned in MHA Consolidated to be followed by the Industrial units were re-iterated and it was mentioned that they are pre-conditions for the Operation of the Industrial Unit. It was also emphasized that MHA guidelines are sacrosanct and no relaxation can be given to any unit from these guidelines.

After detailed deliberations, it was unanimously decided to suggest the following procedure to SEC:-

1. Separate vehicle Stickers would be issued to each eligible Industrial unit. The sticker would be of the same colour and carry a QR code. Collector South Goa was authorized to get the stickers printed.
2. For eligible industrial units, field managers would be issuing stickers, which would be made available to them by respective

Collectors. The same procedure would be applied to the allied services for these units.

3. The Sticker should be placed on the vehicle at a conspicuous place.
4. Letter on Letter head / ID Card should be issued to all workers/employees of the industrial units. All the persons which are ferried by the vehicles carrying the stickers should always have ID Cards issued by their industrial units.
5. Every eligible industrial unit shall fill a Google form (<https://forms.gle/SVigsABQJdMGR7pd6>) circulated by the Industrial Association. The Association would segregate the data as per industrial estate. The list would be shared with respective Collectors, Field Managers, MD GIDC.
6. Field Manager will issue sticker passes by taking an undertaking in a defined format ensuring compliance to all MHA Guidelines.(Annexure A- Undertaking).
7. For Industries, outside Industrial Estate, every eligible industrial unit shall fill the same Google form (<https://forms.gle/SVigsABQJdMGR7pd6>) circulated by the Industrial Association and indicate the name of the nearest Industrial Estate for collecting their stickers.
8. For those persons who live nearby the industrial units/ industrial estate and are coming to their factory on foot/ bicycle would also be issued a letter on Letter head / ID Card.
9. Whatsapp Group may be created by respective Collector/SPs/ Field Managers and some representatives of industrial association to facilitate the functioning of the industries.
10. Field Managers of the Industrial Estate will make random checks to ensure that industrial units are following all the guidelines prescribed by MHA. The random checks may also be carried out by authorized officers or the state such as District Observers/ Collectors/ Incident Commanders, etc.

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