



Government of Goa,  
DIRECTORATE OF HIGHER EDUCATION  
Dte Complex, Alto- Porvorim-Goa PIN 403 521

No.ACAD/Court/Appt.ofAdv./32/2018/7557

Dated: 17/12/2019

Agrahayana-26, Saka-1941

**C I R C U L A R**

All the Group 'D' Posts in the Government have been upgraded to Group 'C' in the Pay Band – I with Grade Pay of Rs. 1800/- and designated as Multi Tasking Staff with essential qualifications of SSCE (Xth standard)/ITI pass. However, no instructions have been issued regarding working hours of Multi Tasking Staff.

It is observed that all aided Colleges are not having same working hours for MTS. Being aggrieved MTS have filed case in Labour Court with prayer to have uniform working hours in all aided Colleges.

In order to maintain uniformity in working hours it is clarified that the working hours for all the Educational Institutions observing 5 days a week or 6 days a week shall be as follows:-

1.	5 days a week	7.30 hours per day excluding lunch break
2.	6 days a week	6.30 hours per day excluding lunch break

It is also clarified that individual Educational Institutions may follow their own office timings as per their requirement provided that total working hours shall be as mentioned above.

It is further clarified that vacation is not applicable to all non-teaching staff in Government/aided Colleges and Goa University. Therefore, all non-teaching staff including Multi Tasking Staff shall attend to office work during vacation.

All Government/aided Colleges and Goa University shall comply with the above decision of the Government.

(Prasad Volvoikar)

Under Secretary (Higher Education)

To,

1. The Registrar, Goa University, Taleigao, Plateau- Goa.
2. The Principals Of all the Government Colleges in Goa.
3. The Principals Of all the Aided Colleges in Goa.