

भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

A constituent unit of Indian Council of Agricultural Research

NILGANJ : BARRACKPORE: KOLKATA-700120 : WEST BENGAL

F.No.2-1/Adm-II/Misc./2020-21/

05.05.2021

CIRCULAR

Reference to circular dt. 19.04.2021, all the Individual Personnel of this Institute may verify their respective entries in their Service Books being maintained in Administration – II section during office Hours as provided for to be done annually from 06.05.2021 to 20.05.2021. They may visit the section and initial their service books after verification of their entries in service book as per following schedule.

Dates	Category
06.05.2021-10.05.2021	Scientific personnel
11.05.2021-13.05.2021	Technical personnel
14.05.2021-17.05.2021	Administrative personnel
18.05.2021-20.05.2021	Supporting personnel

Asstt. Administrative Officer

Copy to:

1. All Heads of Divisions/Sections/Units, to circulate the information among all the staff under their administrative control.
2. Incharge AKMU, request to upload in the website.
3. PS to Director
4. PA to CAO