



भाकृअनुप- केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल

NILGANJ, BARRACKPORE, KOLKATA-700121, WEST BENGAL

Ph.: (033) 2535-8052 Fax: (033) 2535-0415, <http://www.crijaf.org.in/>



F.No : 5(1)/Covid/2019-20(Part-3)/711

Dated : 03.01.2022

OFFICE ORDER

In supersession of all earlier orders and in pursuance of Government of West Bengal's Order No. 753/XVII-ISS/2M-22/2020 dated 02.01.2022 regarding necessary measures to contain and combat the spread of COVID-19 pandemic and a new variant "Omicron", ICAR-CRIJAF Hqrs., Barrackpore, KVK, Bud Bud, Burdwan, KVK, North 24 Pgs. (Additional) and CSRSJAF, Bud Bud will remain open as per normal working hours with 50 % of strength.

Only the officials who have been provided single chamber sitting arrangement and who deal with essential services like water supply, electricity, security, internet connectivity and essential and housekeeping services including periodic disinfecting the premises, supervising critical agricultural farming operations (sowing, seed production, crop harvesting, retting, post-harvest processing etc.), observing, recording/analysis of data of IRC approved critical experiments/sponsored projects shall attend the office on regular basis by maintaining Government's COVID-19 guidelines with utmost care and preventive measures to prevent spread of COVID-19. The Heads/In-charges of respective Divisions/Section/Stations of the Institute are requested to make necessary arrangement including preparing a daily duty roster accordingly.

Attendance system (AEBAS) will be continued as per this office circular F.No. Adm.I/AEBAS/2021-22/ dated 05.11.2021 followin COVID-19 guidelines strictly. The officials who will work from home, will give their attendance remarks "work from home" for the day in the AEBAS feedback option.

However, officials working from home should be available on telephone and other electronic means of communication at all times and may need to come to office for any urgent need. All are also requested to keep necessary files, data, information, preferably soft copy with them to comply as and when it will be required by the office. The Head/In-charges of respective division/sections/stations of the Institute are requested to review the works from home for employees under their control.

The above instructions/guidelines shall come into effect immediately and shall remain in force till **15.01.2022** or further orders, whichever is earlier.

This issues with the approval of the Director, ICAR-CRIJAF.

Link Officer of Asstt. Administrative Officer (Adm.1)

Distribution:

1. All Divisions/Sections/RSs/KVKs, CRIJAF of information, reference and necessary action. It is requested to apprise the office order to personal working under their administrative control.
2. I/c Electrical/ Civil (Estate) / Security/ AKMU, ICAR-CRIJAF for information, reference and necessary action
3. I/c AKMU, ICAR-CRIJAF for uploading on the Institute website.
4. P.S. to Director, ICAR-CRIJAF.
5. PA to Head of Office, ICAR-CRIJAF.