



भारत  
ICAR

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(Indian Council of Agricultural Research)  
(भारतीय कृषि अनुसंधान परिषद)

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**CIRCULAR**

In supersession of all earlier orders and in pursuance of DOP&T OM F.NO.11013/9/2014-Estt.A-III dated 03.01.2022 regarding preventive measures to contain the spread of Novel Coronavirus (COVID-19) - suspension of biometric attendance, AEBAS attendance system in ICAR-CRIJAF (HQ), Substations & KVKs is suspended with immediate effect till 31<sup>st</sup> January, 2022 and all employees are required to mark their attendance in Attendance Registers to be maintained manually at the Office (at respective Divisions/Sections/Units under the supervision of respective Heads/In-charges) whenever they attend office physically. For work from home, the employees may use the link <https://forms.gle/jEu6sCieSno8ivKJ9> for registering their attendance. The attendance of Skill Support Staff employees will be maintained by their concerned Head/In-charge of the Divisions/Sections/Units.

**Link Officer of Asstt. Admn. Officer (Admn.I)**

**Copy for information/ necessary action to:-**

1. All Divisions/Sections/RS/KVKs, ICAR-CRIJAF for information, reference and necessary action with a request to apprise the office order to personnel working under their administrative control.
2. I/c Electrical/ Civil (Estate)/Security ICAR-CRIJAF for information, reference and necessary action.
3. The Nodal Officer, AEBAS, ICAR-CRIJAF.
4. The In-Charge AKMU, ICAR-CRIJAF for uploading the Circular on the Institute website.
5. P.S. to Director, ICAR-CRIJAF
6. P.A. to Head of Office, ICAR-CRIJAF.
7. Notice Board.