

भा. कृ.अनु.प.-केन्द्रीय पटसन एवंसमवर्गीय रेशाअनुसंधानसंस्थान  
**ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES**  
(Indian Council of Agricultural Research)  
NILGANJ, BARRACKPORE, KOLKATA-700121, WEST BENGAL

F.No.: 5(1)/Covid/2019-20(Part-3)/(e-61418)

Dated -15/06/2021

**OFFICE ORDER**

In supersession of all earlier communication and in pursuance of Government of West Bengal's Order No. 753-ISS/2M-22/2020 dated 14.06.2021 regarding necessary measures to contain and combat the spread of COVID-19 pandemic, ICAR-CRIJAF Hqrs., Barrackpore, KVK, Bud Bud, Burdwan, KVK, North 24 Pgs. (Additional) and CSRSJAF, Burdwan will open w.e.f. 16/06/2021. The office will remain open as per normal working hours with 25 % of strength.

However, all officials would continue to work from home and should be available on telephone and other electronic means of communication at all times 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 Scientists, Technical persons, Farm workers involved in undertaking critical field experiments or another essential works must maintain social distancing and personal hygiene and other COVID-19 related guidelines.

Essential services like Water supply, electricity, security, internet connectivity and essential housekeeping services including periodic disinfecting the premises, maintenance of critical research experiment shall continue to be provided with minimal manpower engagement and with utmost care and preventive measures to prevent spread of COVID-19. The Heads/In-charges of respective Divisions/Sections/Stations of the Institute are requested to make necessary arrangement accordingly. The Head of Departments shall prepare a duty roster and facilitate transport arrangements for officials as required.

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

Sd/-  
**Link Officer of Asstt. Administrative Officer (Adm.I)**

**Distribution:**

1. All Divisions/ Sections/ R/Ss/ KVKs, CRIJAF for information, reference and necessary action.
2. I/c Electrical/ Civil (Estate) / Security, ICAR-CRIJAF for information, reference and necessary action
3. AKMU, ICAR-CRIJAF for uploading on the Institute website.
4. P.S. to Director, ICAR-CRIJAF.
5. P.A. to CAO, ICAR-CRIJAF.