

भा. कृ.अनु.प.-केन्द्रीय पटसन एवंसमवर्गीय रे"ाअनुसंधानसंस्थान  
**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 : 15/07/2021

**OFFICE ORDER**

In supersession of all earlier communication and in pursuance of Government of West Bengal's Order No. 753/III-ISS/2M-22/2020 dated 14.07.2021 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 remain open w.e.f. 16/07/2021. The office will remain open as per normal working hours with 25 % of strength.

AEBAS attendance system will remain suspended and physical form of attendance needs to be avoided till further orders to contain the spread of COVID-19 virus, instead all employees may use the link sent to them through their respective Head/ In-charge for registering their attendance. The attendance of SSS employee will be maintained by their concerned Head/In-charge of the Division/Section/Unit.

However, officials working from home 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 Heads/In-charges of respective division/sections/stations of the Institute are requested to review the works from home for employees under their control.

Water supply, electricity, security, internet connectivity and essential housekeeping services including periodic disinfecting the premises, maintenance of research data, recording of IRC approved critical research/field experiment and other essential services shall continue to be provided with minimal manpower by maintaining governments COVID guidelines 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 including preparing a duty roster accordingly. 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. Assistance of Sri Soumya Roy, Purchase Section, ICAR-CRIJAF, Barrackpore (mobile: 9830521392) may be taken, if required , for obtaining e-pass for commuting to/from Office and residence .

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

Sd/-

**Link Officer of Asstt. Administrative Officer (Adm.I)**

**Distribution:**

1. All Divisions/ Sections/ RSs/ KVKs, CRIJAF for information, reference and necessary action.
2. I/c Electrical/ Civil (Estate) / Security/ AKMU, 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.