

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 : 16/08/2021

OFFICE ORDER

In supersession of all earlier communication and in pursuance of Government of West Bengal's Order No. of even no. dated 14/07/2021,29/07/2021and 13/08/2021 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 as per normal working hours with 25 % of strength.

Only the officials who have been allotted single separate office room and deal with essential services like water supply, electricity, security, internet connectivity and essential 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/Sections/Stations of the Institute are requested to make necessary arrangement including preparing a duty roster accordingly.

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

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. It is requested to apprise the office order to personnel working under their administrative control.
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.