

**ICAR- Central Research Institute for Jute and Allied Fibres,  
Barrackpore, Kolkata.**

F.No.: Adm.I/AEBAS/2019-20

Dated -08.05.2020

**CIRCULAR**

In continuation to this office earlier Circular of even no. dated 06.03.2020 and in terms of this Office Order F.No. 5(1)/Covid/2019-20/(Part-3) dated 21.04.2020 and 01.05.2020 with regard to Institute functioning during the Nationwide Lockdown period based on the extant MHA orders No 40-3/2020-DM-I(A) dated 15th April, 2020, 40-3/2020-DM-I(A) dated 21<sup>st</sup> April, 2020 and 40-3/2020-DM-I(A) dated 01<sup>st</sup> May, 2020 issued by the Union Home Secretary under the provisions of the National Disaster Act, 2005, the Biometric Attendance (AEBAS) located in all the entry points at ICAR-CRIJAF (HQs), Barrackpore and its all Regional Stations including KVKs will continue to be put on hold till 17.05.2020 or until further orders, whichever is earlier in order to contain the spread of COVID-19 in the country and maintain the attendance of each employee in a separate attendance sheet/registrar, i.e. one registrar/sheet will be touched by one person, which will be monitored by their respective Heads/In-charges.

All Heads/ In charges of Divisions/ Sections/Units/ RSs/ KVKs, ICAR-CRIJAF are hereby requested to provide information about the personnel ( only regular of all cadres/ categories) (in a consolidated statement) physically attending workplace (on their own and with Official transport provisioning respectively being separately mentioned) during each calendar month, starting from 01.04.2020 to be provided or e-mailed to the Admn.1, ICAR-CRIJAF on: adm1.crijaf@gmail.com by 15<sup>th</sup> of the succeeding month ( i.e., for the calendar month of April 2020 by 15.05.2020 and so on) till the AEBAS system, which is presently discontinued as a COVID-19 preventive measure, is started again (the next working day in case the scheduled 15<sup>th</sup> day of any month is a holiday).

This issues with the approval of the Competent Authority, ICAR-CRIJAF.

Sd/-  
**Asstt. Administrative Officer (Admn.I)**

**Copy for information and necessary action to :**

1. All Heads/In-charges, Divisions/ Sections/Units/ RSs/ KVKs, ICAR-CRIJAF with the request to bring the contents of the circular to all concerned working under them.
2. The Administrative Officer & Nodal Officer, AEBAS, ICAR-CRIJAF.
3. The In-charge, Security, ICAR-CRIJAF for information, reference and necessary action.
4. The In-charge, AKMU, ICAR-CRIJAF with a request for uploading this Circular on the Institute website.
5. Ms. Farheen Banu, LDC, Adm.I, ICAR-CRIJAF is hereby requested to maintain section/ division wise consolidated attendance report as received from different Sections/Divisions/RSs/KVKs for submission to the Competent Authority, as and when asked for.
6. P.S. to Director, ICAR-CRIJAF.
7. P.A. to CAO, ICAR-CRIJAF.