



**ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES**  
(Indian Council of Agricultural Research)  
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F.No.: 5(1)/Covid/2019-20/(Part-3)/(e-61418)

Date- 31.10.2021

**OFFICE ORDER**

With reference to the Order No. 753/XII-ISS/2M-22/2020 dated 29.10.2021 of the Government of West Bengal, it has been decided by the Competent Authority that ICAR-CRIJAF, Barrackpore, being an essential service Institute (Agricultural service, farming operation, emergency laboratory management, essential data base management) shall continue to function with 100% strength, following all the guidelines and instructions for Covid appropriate behavior w.e.f. 1<sup>st</sup> November, 2021. Till the biometric attendance resumes operation, the regular staff members will mark their attendance in Attendance Register with arrival and departure time, which will be maintained by their Heads/In-charges of sections/divisions/stations and Google form attendance will be discontinued. The Research Scholars, RA/SRF/JRF/YP and other contractual staffs will mark their attendance in Attendance Register with arrival and departure time to be kept at the Main Building Security Post.

This issues with the approval of the Competent Authority and is applicable until further orders.

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

Copy for information/ necessary action to:-

1. All Divisions/Sections/RSs/KVKs, ICAR-CRIJAF for information, reference and necessary action with a request to appraise the office order to personnel working under their administrative control (through e-mail).
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 Head of Office, ICAR-CRIJAF.
6. Notice Board.