



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(Indian Council of Agricultural Research)  
(भारतीय कृषि अनुसंधान परिषद)

NILGANJ : BARRACKPORE: KOLKATA-700121 : WEST BENGAL

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F.No.: Adm.I/AEBAS/2021-22/

Date- 05.11.2021

**CIRCULAR**

In compliance of DoPT Office Memorandum F. No. 11013/9/2014-Estt.A-III dated 01<sup>st</sup> November, 2021 endorsed by ICAR vide Endorsement F. No. 21-25/2021-CDN dated 05.11.2021, all the employees of ICAR-CRIJAF, Barrackpore and its KVKs and Research Stations are hereby informed that Aadhar Enabled Biometric Attendance System (AEBAS) will resume operation w.e.f. 08.11.2021 (Monday). Hence all the employees including Research Scholars/RA/SRF/JRF/YP of ICAR-CRIJAF, Barrackpore including KVKs and Research Stations are requested to mark their attendance in Aadhar Enabled Biometric System w.e.f. 08.11.2021 following all the COVID-19 related guidelines as prescribed by the DoPT/GoI:

- All the employees will sanitize their hands before and after marking of attendance.
- Physical distancing of six feet must be maintained by all employees while marking their attendance.
- All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance.

*Pankaj Das*  
05/11/2021  
Asstt. Admn. Officer (Admn.I)

Copy for information/ necessary action to:-

- All Divisions/Sections/RSs/KVKs, ICAR-CRIJAF for information, reference and necessary action with a request to apprise the office order to personnel working under their administrative control (through e-mail).
- I/c Electrical/ Security ICAR-CRIJAF for information, reference and necessary action.
- The In-charge, Civil (Estate), ICAR-CRIJAF. He is requested to arrange sanitizers beside the biometric machines at the CRIJAF Main Gate and Main Office Building .
- The Nodal Officer, AEBAS, ICAR-CRIJAF.
- AKMU, ICAR-CRIJAF for uploading on the Institute website.
- P.S. to Director, ICAR-CRIJAF
- P.A. to Head of Office, ICAR-CRIJAF.
- Notice Board.