

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

F.No.: 5(1)/Covid/2019-20/(Part-3)

Date: 19.05.2020

OFFICE ORDER

1. In partial modification of this Office earlier Order of even no. dated 17.05.2020 and in compliance of Government of India, DoPT Office Memorandum No. 1013/9/2014-Estt.A.III dated 18th May, 2020 , the following working arrangements at the Institute are hereby made with immediate effect till 31st May, 2020 or until further orders , whichever is earlier.
2. All officers of the level of Deputy Secretary (level 12) and above shall attend office during normal working hours on all working days, unless they inform about their inability to attend due to their Residence being in containment zone or commuting through such containment zone restricting their physically attending office.
3. For the personnel of Level-11 and below, Heads of Division / In-charges of the concerned Divisions/ Sections/ Units/ RSs/ KVK are authorized to draw up a Roster of Staff, who are required to physically attend their offices on rotation basis, @ 50% of the personnel on each working day , a copy whereof may be mailed to Adm.1, ICAR-CRIJAF on: adm1.crijaf@gmail.com as well , while the rest of the said personnel would be working from home and should be available on telephone and electronic means of communications at all times. They may, however, be required to physically attend office in case of exigency or being called upon to do so. Essential Services including Security, Civil and Electrical maintenance, Transport, Housekeeping, etc., will, however be not covered under this.
4. Heads of Division / In-charges of the concerned Divisions/ Sections/ Units/RSs/ KVKs shall ensure the following staggered working timings for the personnel physically attending office , and mail a copy thereof to adm1.crijaf@gmail.com as well :

Group A: 9.30 AM to 4.30 PM
Group B: 10.00 AM to 5.00 PM
Group C: 10.30 AM to 5.30 PM

5. All the other enumeration of this Office Order of even no. dated 17.05.2020 shall remain unaltered.

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

sd/-
(Subrata Bhattacharyya)
Assistant Administrative Officer (Adm1)

Distribution:

1. All the Divisions./Sections/Units/RSs/KVKs, ICAR-CRIJAF for information and necessary action. Contents of this Office Order may be brought to the notice of all concerned under their administrative control for information, reference and compliance.
2. I/c, AKMU, ICAR-CRIJAF – with a request to arrange for get it posted on the ICAR-CRIJAF-Circulars website link.
3. I/c Civil (including Estate), ICAR-CRIJAF for ensuring appropriate disinfection/ sanitisation / cleaning of all commonly used places including the rooms / corridors/ washrooms/, etc., and frequently touched surfaces like table tops/ door knobs , handles, staircase rails, etc.
4. The In-charge, Security, ICAR-CRIJAF.
5. AAO (Stores), ICAR-CRIJAF.
6. PS to Director, ICAR-CRIJAF
7. PA to CAO, ICAR-CRIJAF.