



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

NILGANJ : BARRACKPORE: KOLKATA-700121 : WEST BENGAL

नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल

Ph. Off.: (033) 2535-8052, 2535-1932, 2535-6121, 2535-6122 Fax:
(033) 2535-0415, E.mail: crijaf-wb@nic.in



F.No : 5(1)/Covid/2019-20(Part-3)/(e-61418)

Dated : 01.02.2022

OFFICE ORDER

In supersession of all earlier orders and in pursuance of Government of West Bengal's Order No. 753/XXII-ISS/2M-22/2020 dated 31.01.2022 regarding necessary measures to contain and combat the spread of COVID-19 pandemic and a new variant "Omicron", ICAR-CRIJAF Hqrs., Barrackpore, KVK, Bud Bud, Burdwan, KVK, North 24 Pgs. (Additional) and CSRSJAF, Bud Bud will remain open as per normal working hours with 75 % of strength.

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

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

The above instruction/guidelines shall come into effect immediately and shall remain in force till 15.02.2022 or further orders, whichever is earlier.

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

Schini Bhattacharya 01/02/2022
Asstt. Administrative Officer (Adm.1)

Distribution:

1. All Divisions/Sections/RSS/KVKs,CRIJAF of information, reference and necessary action. It is requested to apprise the office order to personal working under their administrative control.
2. I/c Electrical/ Civil (Estate) / Security/ AKMU, ICAR-CRIJAF for information, reference and necessary action
3. I/c, AKMU, ICAR-CRIJAF for uploading on the Institute website.
4. P.S. to Director, ICAR-CRIJAF.
5. PA to Head of Office, ICAR-CRIJAF.