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भा.कृ.अ.प.-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान  
ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल

NILGANJ, BARRACKPORE, KOLKATA-700121, WEST BENGAL

Phone No - (033) 25356124 / 25358052

Website - <http://www.crijaf.org.in> Email: [crijaf.adm@gmail.com](mailto:crijaf.adm@gmail.com)

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Dated 28.11.2024

### परिपत्र/CIRCULAR

I am directed to inform that Research Advisory Committee meeting of the institute will be held during 11-12 December, 2024 when many dignitaries from ICAR HQ and other institutes will visit our institute. All the Head of Divisions/In-charges of Sections/unit/KVK North 24 Parganas are hereby requested to keep their division/section/laboratories/museum/exhibition hall /farm/ auditorium/committee room/Lecture Hall/ Guest House/retting complex etc. neat, clean and in presentable form. All PIs/ associates of the field project are requested to visualize their experimental field personally and also keep it in presentable form (free from weeds/setting up of project board/replication board, maintenance of replication and treatment etc.) to demonstrate to the dignitaries, who will participate in RAC meeting. All the staffs of this institute are also requested not to take any leave during RAC meeting except extreme urgency for interaction if any with RAC.

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

*AKM B. A. M. 28/11/24*

सहायक प्रशासनिक अधिकारी एवं प्रभारी/Asstt. Adm. Officer & I/c,  
प्रशा. अनुभाग(स्थापना)/Admin. Section (Establishment)

प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु/ Copy for information and necessary action to:

1. All the Heads/Incharges of Division/Section/Units/KVK North 24 Pgs., ICAR-CRIJAF, Barrackpore. The contents of this circular may be brought to the notice of all the concerned under your administrative control for information and compliance.
2. I/C, AKMU, ICAR-CRIJAF with the request to upload the circular in the institute website.
3. PPS to Director, ICAR-CRIJAF
4. PA to Head of Office, ICAR-CRIJAF