

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-700 120, पश्चिम बंगाल

NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

F. No: Adm.I/AEBAS/2019-20/10410

Date: 06.03.2020

CIRCULAR

In order to prevent the spread of CONVID 19 (Novel Corona Virus 2019) disease, it has been decided by the Competent Authority that the Biometric attendance (AEBAS) located in all the entry points at ICAR-CRIJAF (HQs), Barrackpore and its all Regional Stations including KVKs will be put on hold with immediate effect **upto 15.4.2020 or until further orders, whichever is earlier**. Hence, all the employees, irrespective of Scientist/Technical/Administrative/Supporting employees including RA/SRF/JRF/YPs etc. who are presently registering their attendance in Biometric system, are hereby informed to sign in the concerned Attendance Registers of their divisions/sections/units, which will be monitored by their respective Heads/In-Charges with immediate effect.


Asstt. Administrative Officer, Admn.I 06.03.20.

Copy for information and necessary action to :

1. All Heads/In-charges, Division/Sections/Units/Regional Stations/KVKs, ICAR-CRIJAF with the request to bring the contents of the circular to all concerned working under them.
2. The Administrative Officer and Nodal Officer, AEBAS, ICAR-CRIJAF.
3. The AAO(S), ICAR-CRIJAF with the request to provide Attendance Register to all divisions/sections/units of ICAR-CRIJAF.
4. I/c AKMU, ICAR-CRIJAF with the request to upload the order in the Institute's Web-site.
5. All Notice Boards, ICAR-CRIJAF.
6. PS to Director, ICAR-CRIJAF.
7. PA to CAO, ICAR-CRIJAF.