



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
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F.No.: 8(1)/2018-19/ 10434

Dated : 05.11.2018

OFFICE ORDER

As per Annual Training Plan-2018, a three days training programme on "Health Management and Good Office Practice" for the Skilled Support Staff of this Institute has been scheduled to be held from 15-17 November, 2018 in the Lecture Hall of this Institute. Details of the Training Programme is given hereunder:

Sl.No.	Topic	Date	Time	Resource Person
01.	Inaugural Session	15.11.2018	11.00 to 12.00 hrs.	Dr. P. Satya.Pr.Sci.
02.	Knowing the duties of Skilled Support Staff and performing them.	15.11.2018	12.00-13.00 hrs.	CAO/AO/AAO-I
LUNCH BREAK 13.00 – 14.00 HRS.				
03.	General Cleanliness & upkeep of the section/Unit.	15.11.2018	14.00-14.30 hrs.	Sri Ravi Mishra, AAO
04.	Photocopying, sending of FAX etc. with technical knowledge and maintenance of the photocopier/fax/intercom etc.	15.11.2018	14.30-15.00 hrs.	Sri S. Biswas, PS
05.	Basic handling of Computer (Switching On/Off, transferring file from one location to other, printing of matters etc.)	15.11.2018	15.00-16.00 hrs.	Mr. N. Paul. CTO
06.	Behavirol and communication skill including mock drill	15.11.2018	16.00-17.00 hrs.	Mr. S. Ghosh, AAO/DDO
2nd Day: 16.11.2018				
01.	Health and hygiene management in office and administer first aid.	16.11.2018	10.30-11.30 hrs.	Dr. B.K. Chanda, P.T.M.O.,CRIJAF
02.	Mock drill against fire hazards	16.11.2018	11.30 -13.00 hrs.	Fire Brigade Officials
LUNCH BREAK 13.00 – 14.00 HRS.				
03.	Study Tour for gaining basic knowledge on gardening and floriculture.	16.11.2018	14.00 - 17.00 hrs.	To nearby Nursery by Sri D.K. Patra, Farm Manager
3rd Day: 17.11.2018				
01.	Study Tour to CIFRI/NIRJAFT	17.11.2018	10.30-13.00 hrs.	Dr. Manik Lal Roy, Scientist
LUNCH BREAK 13.00 – 14.00 HRS.				
02.	Feedback from participants	17.11.2018	14.00 -15.00 hrs.	Dr. P. Satya.Pr.Sci.
03.	Concluding session and Distribution of certificates	17.11.2018	15.00 -16.00 hrs.	CAO/AO/AAO-I

All the Skilled Support Staff at CRIJAF Hrs. and its sub-stations including KVK, Bud Bud are hereby requested to attend the training programme positively.

This has approval of the Competent Authority.

Sudhakar Bhattacharya
Asstt. Administrative Officer
Admn.I
06.11.18

Copy for information and necessary action to :-

1. The Head of Divisions/Sections/Incharge, all Sub-Stations/KVK, ICAR-CRIJAF, with a request to include all the supporting staff working under them to attend the training programme.
2. The Incharge Programme Coordinator, KVK, Bud Bud, Burdwan, W.B.
3. All the resource persons as indicated above.
4. PS to Director, ICAR-CRIJAF.
5. PA to CAO, ICAR-CRIJAF.
6. Head, AKMU, ICAR-CRIJAF, with a request to upload in the Institute's website.