

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

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

Dated -19.05.2020

CIRCULAR

In continuation to this office Circular of even no. dated 06.03.2020 & 08.05.2020 and DoPT ,Government of India OM No. 11013/9/2014-Estt.A-III dated 18.05.2020 regarding suspension of biometric attendance system , the AEBAS at the Institute and its Research Stations and KVKs will be in abeyance till further orders in order to contain the spread of COVID-19.

All other enumerations made in this office Circular of even no. dated 08.05.2020 remain unaltered.

Sd/-
Asstt. Administrative Officer (Admn.I)

Copy for information and necessary action to:

1. All Heads/In-charges, Divisions/ Sections/Units/ RSs/ KVKs, ICAR-CRIJAF with the request to bring the contents of this circular to the information of all concerned working under their administrative control.
2. Nodal Officer, AEBAS, ICAR-CRIJAF.
3. The In-charge, Security, ICAR-CRIJAF for information, reference and necessary action.
4. The In-charge, AKMU, ICAR-CRIJAF with a request for uploading this Circular on the Institute website- Circulars link.
5. Ms. Farheen Banu, LDC, Adm.I, ICAR-CRIJAF is hereby requested to maintain Section/ Division wise consolidated attendance report as received from different Sections/Divisions/RSs/KVKs for submission to the Competent Authority, as and when asked for.
6. P.S. to Director, ICAR-CRIJAF.
7. P.A. to CAO, ICAR-CRIJAF.