



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(Indian Council of Agricultural Research)  
BARRACKPORE, KOLKATA - 700 120, WEST BENGAL  
Institute Fax: (033) 2535-0415, Institute E-Mail: crijaf-wb@nic.in



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CIRCULAR

With a view to secure the Institute campus and regulate the movement of visitors in the Campus, the following steps are being taken for information and compliance.

1. All personnel of the Institute must carry their CRIJAF issued Official Identity Card with them for production on demand by the Security.

2. To regulate visitors' entry into the Institute campus, visitor Slip will be issued by the Security on duty at the main Entrance of the Institute campus as prevalent in other Institutions, subsequent to identity of the visitor being ascertained with some Photo Identity card like Adhaar card/ Voter Card/ Ration Card/ Driving License or any such / similar document, to be thereafter returned to the Security at the time of exit from the Institute Campus duly signed by the official visited.

3. Any material being taken out of the campus must be accompanied with a duly issued Gate Pass to be shown and copy deposited with the Security at the Main entrance of the Institute Campus.

This is for information and strict compliance. Similar arrangements need to be put into place at all other Regional Stations/ KVK.

(P K Jain)

Chief Administrative Officer

**Distribution:**

All Divisions/ Sections/ Units, ICAR- CRIJAF for bringing the contents of this Circular to the notice of all personnel working under their administrative control.

All RS/ KVK for information and necessary action.

I/ c Security, ICAR- CRIJAF for information and necessary action.

I/ c AKMU, ICAR- CRIJAF for uploading this on the Institute website.

PS to Director, ICAR- CRIJAF for information  
Notice Board.