

ICAR- Central Research Institute for Jute and Allied Fibres,
Barrackpore, Kolkata-700120

F No 5(1)/Covid/2019-20/-Part(1)
Dated-23/3/2020

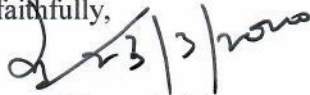
To,
All Divisions /Sections/ Units /KVK, North 24 Parganas (additional), CRIJAF

Sir,

1. With a view to implement preventive measures to contain the spread of COVID-19 in line with the Council's / DoPT OM No 11013/9/2014-Estt-(A-III), dated 22.3.2020 highlighting the functioning of official work with skeletal staff deployment (so as to minimise manpower presence in the office(s)) to maintain essential services &
2. Government of West Bengal vide its Order No H&FW/120/20, dated 22.3.2020 has issued instructions for necessary measures for combating the spread of COVID-19 with restrictions on normal office working among others, the Institute shall work with essential service people/ skeletal staff from immediate effect till 27/3/2020 or until further orders (as the lockdown ordered by the Government of West Bengal is upto 27/3/2020 as per Order No H&FW/120/20, dated 22.3.2020).
3. All the Divisional Heads/ In-charges / controlling officers may, therefore, plan accordingly to ensure that essential services at their levels are only attended by physical presence during the period with minimal manpower/ skeletal staff deployment. However, rest of the officials are requested to stay back at their residences and work from home and should be available on telephone and electronic means of communication at all times and also for attending office in case of any exigencies of work, if called for.
4. However, essential services including maintenance of electricity supply, water supply, security, essential housekeeping, etc., would continue to be provided with minimal manpower deployment and with utmost care and preventive measures to prevent spread of COVID-19.

Thanking you,

Yours faithfully,



(Pradyumna Kumar Jain)
Chief Administrative Officer,

Distribution:

1. I/c RSs/ KVK Burdwan, CRIJAF may take necessary steps in this regard keeping in view extant orders/ notifications issued by the ICAR/ Government of India and Government of the State concerned. To ensure compliance of implementation of preventive measures to contain the spread of COVID-19.
2. DDG (CS)/ADG (CC)/DS(CS)/US(CS), ICAR for kind information .
3. AKMU , CRIJAF for posting of the Institute website.