

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

**F.No.:** 5(1)/Covid/2019-20/(Part-3)

**Date:** 21.4.2020

**OFFICE ORDER**

1. In continuation of this office order of even No. dated 14.04.2020 and in compliance of Government of India, Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020 and ICAR letter No GAC-21(50)/2020-Cdn, dated 17/4/2020, and Government of India, Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 21st April, 2020 following working arrangements are hereby made with immediate effect till 3<sup>rd</sup> May, 2020 or such date as may be decided by the Government or until further orders.
2. ICAR-CRIJAF, Barrackpore and its RSs/KVKs shall remain open with immediate effect on a regular basis.
3. All staff in the Level 12 (Grade Pay Rs. 7,600/- Sixth Pay Commission) and above i.e. Heads, Senior Scientists, Principal Scientists/CAO and Chief Technical Officer shall attend the office regularly with immediate effect.
4. For the remaining staff, Heads of Division / In-charges of the concerned Divisions/ Sections/ Units/ KVKs are authorized to draw up a Roster of Staff, who are required to render their services in each Division/ Section/ Unit/RS/KVK, on rotation basis, up to 33% of the strength, i.e. one person to attend office two times in a week or so on with immediate effect.
5. The above instructions shall, however, not apply to those staffs who are residing in the Containment Zones as demarcated by the respective Government authority as no movement of persons is allowed in these areas/zones.
6. The above instructions shall also not apply to those Officers and staff, including contractual and outsourced staff, who are engaged in essential/ emergency services, viz. Security, Medical services, House Keeping including Disinfestations, Sanitation, Water supply, Electricity, Maintenance, Farm Management, critical research experiments, etc. which shall continue uninterrupted.
7. Officials during their stay at home should mandatorily ensure that they are always accessible on Mobile and other electronic methods and should always regularly check their WhatsApp/ emails/ e office at frequent intervals. They should mandatorily attend Office, if called for, in case of any exigencies of work.
8. While attending to official work in person, all necessary preventive measures like wearing face masks, maintenance of personal and hand hygiene, social distancing must be adhered to.
9. No gathering shall be allowed under any circumstances in the office premises. While sitting in their working space, each staff must maintain social distance by adjusting their sitting arrangement .

10. Other conditions and guidelines, as enumerated in the Office order of even number dated 14.04.2020 and Ministry of Home Affairs Order No. 40-3/2020-DM-I (A) dated 15<sup>th</sup> April, 2020 and 21<sup>st</sup> April 2020 should be scrupulously followed.

This is issued with the approval of the Director, ICAR- CRIJAF.

sd/-  
(Subrata Bhattacharyya)  
Assistant Administrative Officer (Adm1)

**Distribution:**

1. All the Divisions./Sections/Units/RSs/KVKs, ICAR-CRIJAF for information and necessary action.
2. I/c, AKMU, ICAR-CRIJAF – with a request to arrange for get it posted on the ICAR-CRIJAF website
3. I/c Civil ( including Estate ), ICAR-CRIJAF for ensuring appropriate disinfestation/ sanitisation / cleaning of all commonly used places including the rooms / corridors/ washrooms/ table tops/ door knobs and handles, etc.,
4. AAO (Stores), ICAR-CRIJAF.
5. PS to Director, ICAR-CRIJAF
6. PS to CAO, ICAR-CRIJAF.