



भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान

बैरकपुर, कोलकाता-700121, पश्चिम बंगाल, भारत

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F. No. 2-1/Adm-II/Misc./2019-20/Part1/E- 97737/204

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**CIRCULAR**

All the personnel of this Institute may see their service books as being maintained in Administration section (Establishment) during office hours as per following schedule. They may visit the section and initial their service book after verifying it.

| <u>Dates</u>             | <u>Category</u>                           |
|--------------------------|-------------------------------------------|
| 07.07.2026 to 10.07.2026 | Scientific staff                          |
| 14.07.2026 to 17.07.2026 | Technical staff                           |
| 21.07.2026 to 24.07.2026 | Administrative staff and Supporting staff |

This issues with the approval of competent authority.

Asstt. Administrative Officer and Incharge AS(E)

**Copy to:**

1. All Incharges of Divisions/Sections/Units including KVK, North 24 Parganas (Additional), ICAR-CRIJAF, Barrackpore.
2. PPS to Director, ICAR-CRIJAF, Barrackpore.
4. PS to Head of office, ICAR-CRIJAF, Barrackpore.