



ICAR-Central Tobacco Research Institute

Dr.N.C.Gopalachari Road, Bhaskar Nagar, Sriram Nagar Post,
RAJAHMUNDRY - 533 105, A.P.,

Web-site:www.ctri.org.in

PBX Phones: 0883-2449871-74

PBX Phones: 0883-2449871-74; FAX: 0883-2448341; Director (O): 0883-2448995
Director FAX: 0883-2410555; SAO (O): 0883-2448341; E-mail: saoctri@gmail.com
(An ISO 9001:2015 Certified Institute)



No.F. 1(1)(COVID-19)/2021-22/Adm.I

Dated: 06.01.2022

CIRCULAR

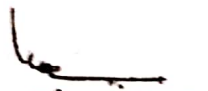
Sub: Preventive Measures to contain the spread of novel corona virus (Covid-19) – Temporary suspension of Biometric attendance system until further orders – Reg.

Ref: End. F.No. 21-6/2021-CDN, dated 04th January, 2022.

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In view of the out break of Novel Corona Virus 2019 (Covid-19) and as a pre-cautionary measures, it has been decided to temporarily suspend the marking of biometric attendance on Aadhar based Biometric System (AEBAS) for all the employees in the main Institute and its Research Stations of ICAR-CTRI with immediate effect and upto 31.01.2022. Therefore all the Officers and Staff are required to mark their attendance in the Attendance Registers to be maintained manually and adhere to the timings of the Institute.

Further, all the HODs/HORs/Sections shall also continue to ensure that all the employees under their control to wear masks at all times and follow Covid appropriate behaviour strictly to combat the threat of COVID-19 in true spirit.


(V. BHAGYALAKSHMI)
ADMINISTRATIVE OFFICER

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