

Sub.: Dress Code.

To clear all doubts about the dress code this circular is being issued. The following dress code shall be followed by all staff members.

1. Staff attending Head Office, Site office or visiting a customer on any day of the week including holidays and Sundays, shall be permitted to wear any decent dress. However, T shirts, Jeans, shorts or any other fancy casual wear shall not be allowed at all times.
2. Male Sales Executives - Tie is recommended at all times. It shall be mandatory for all exhibitions. Jacket/ coat & tie shall be mandatory for all exhibitions held in air conditioned premises.
3. Admin Manager/ Admin Officers shall ensure that office boys, sweepers and supervisors on contract wear respectable clothes. Jeans, T shirts, etc., shall not be permitted.
4. Security services personal shall be in uniform at HO and all sites from 8 a.m. to 8 p.m. including holidays and Sundays. Earlier exemption for not wearing uniform on Sundays is hereafter withdrawn.
5. All staff in sales and CR have been issued company uniform. Male members shall be issued cloth for 2 pairs of pant and shirt once a year in April. 3rd pair shall be issued at 50% of cloth cost. Cost of stitching shall be borne by the employee. Similarly, for female employees two saris shall be issued free of cost and the 3rd sari shall be at 50% cost. Sales managers and executives shall be issued a jacket free of cost once in 5 years.

Managing Director.