

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

(PERSONNEL DIVISION)

August 23rd, 2016

CIRCULAR No: IR/26/2016

Subject: Proper Formal Dresses at office

It has been observed that some of the employees of the Corporation have been attending office wearing casual outfits like T-shirts, Jeans, Sandals etc.

2. All the employees of the Corporation while attending office are expected to maintain office etiquettes and decorum by wearing proper formal dresses only at office.

3. Hereinafter, employees attending office during working days in casual attire shall be marked absent for the day. Further, the Divisional Heads are requested to enforce proper decorum in the office.

4. This issues with the approval of the Competent Authority.



(Samit Mohapatra)
General Manager(Pers)

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs
- All Divisional Heads/All BMs
- SG, Fed. of STCEUs, New Delhi
- Notice Board/Website: for information of all concerned