

कार्यालय महालेखाकार  
(लेखापरीक्षा) दिल्ली  
ऑडिट भवन, आई.पी. एस्टेट  
नई दिल्ली - 110002  
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प्रशासन अनुभाग

I/1151458/2025

No. Admn.16-3/Misc./2023-25

Date:07-10-2025

**Subject: Advisory regarding adherence to official attire standards**

It has been observed that some officers and staff members have been attending the office and official duties in casual attire, which does not align with the dignity and decorum expected from representatives of Government Offices.

2. In view of above, the competent authority has decided to implement the following guidelines regarding professional dress code, which are to be strictly adhered to by officials and employees:

- (a) Casual attire such as T-shirts, jeans, ripped trousers, shorts, and tracksuits is not considered appropriate for the workplace and must be strictly avoided.
- (b) Footwear such as Slippers, flip-flops, or any type deemed unsuitable for a formal office environment shall not be worn.
- (c) All staff members are required to attend office, official visits, and training sessions in professional attire in order to maintain decorum and professionalism at the workplace.

3. Any violation of these instructions will be viewed seriously and appropriate disciplinary action will be initiated against those found in non-compliance. This order takes effect immediately.

This issues with the approval of the Competent Authority.

Digitally signed by  
Bharat Bhushan

Date: 07-10-2025

Sr. Audit Officer (Admin)

To:

1. All Sections
2. Notice Board
3. Sr.AO (ISDAC) with a request to upload this on official website.