



UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED
(A Power Distribution & Retail Supply Utility, Govt. of Haryana)
O/o CE/Admn. (GA Section), UHBVN, Panchkula.
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To

1. The Director/Vigilance, HPUs, Panchkula.
2. The Ld. LR/HPUs, Panchkula.
3. All CEs/CTO in UHBVNL.
4. The Company Secretary, UHBVNL, Panchkula.
5. The Chief Financial Officer, UHBVNL, Panchkula.
6. All SEs in UHBVNL.
7. The CAO/FA(HQ)/FA& CAO/MM/CA in UHBVNL.
8. All XENs in UHBVNL.
9. The Dy. Secretary (Technical/Project), UHBVNL, Panchkula.
10. All Under Secretaries/Administrative Officers in UHBVNL.
11. The Public Relation Officer, UHBVNL, Panchkula.
12. All SDO in UHBVNL.

Memo No.Ch- 36 /UH/GA-277/Vol-II

Dated: 06 .04.2021

Subject: - Wearing of proper dress code.

In continuation to this office memo No. Ch-34/UH/GA-277/Vol-II dated 24.03.2021 vide which guidelines have been issued on wearing of proper dress to all the SDO's and above officers working in UHBVNL.

Now, it has been decided that following instructions on the wearing of proper dress will be applicable on all the Class-I & II officers working in UHBVNL:-

Men Formal:-

1. Long/short sleeved shirt properly ironed with collar with matching of trousers (Tie relevant for your work profile).
2. Shirt should be tucked-in.
3. Leather shoes and socks are essential.
4. Officers will shave daily, moustaches should be properly trimmed. About head hair:- Side burns not longer than mid ear, not shorter than top of the ear. If wearing turban, it should be proper worn. If beard, it should be properly trimmed/tied and moustaches should be properly fixed.

Women Formal:-


Formal attire with proper footwear.

The following are not allowed:-

1. Flashy athletic shoes, Flip-flops, Slippers, Boots are not allowed.
2. Dirty and frayed clothes are un-acceptable.
3. Any clothing has words, terms or pictures that may be offensive to officers at the work place and are un-acceptable.

These instructions must be followed by all the Class-I & II officers of UHBVNL meticulously in letter and spirit. Disobeying these rules will attract disciplinary proceedings.

This issues with the approval of Managing Director, UHBVNL, Panchkula.


(Ajay Kumar Khanna)
Under Secretary/GA, UHBVNL, PKL
(usga@uhbvn.org.in)

CC:-

1. SPS to MD, UHBVNL, Panchkula.
2. SPS/PS to Director (Operation/Projects/Finance), UHBVNL, Panchkula.
3. PA to CGM/Admn., UHBVNL, Panchkula.