



**Sub: Professional Dress code and Office Etiquette**

\*\*\*

Any service industry including banking sector demands for highly trained and well groomed professionals with presentable attire to gain competitive advantage for business growth. As such, every employee is considered as a Brand Ambassador of the bank & his/her appearance & demeanour is directly proportional to Bank's image.

In the above backdrop, all the staff in general and the front line staff at all retail outlets as well as the staff involved in 'customer facing roles' in particular, are expected to present themselves in a clean and presentable dress with official ID card avoiding shabby / informal dress such as T-shirt, Shorts, Three-fourths, Jeans, Slippers/Chappals/Sports Shoes/Sneakers while performing official duties. Further maintenance of personal hygiene is required not only for pleasant appearance but also for good health.


Please refer to our earlier circulars numbered 283, dated: 18.11.2008 & 434, dated: 20.03.2012, wherein the field functionaries & administrative authorities were advised to enforce proper discipline to ensure that staff members attend office neatly dressed in formals and work towards enhancing the professional image of the bank.

With a view to ensure an acceptable level of decorum at work place, it is suggested that all employees follow the laid down guidelines and adhere to the proposed Dress code as detailed below :

No	Type of Staff	Dress code - Men	Dress code - Women
1	Executives	<b>Formals / Suit / Blazer.</b> <i>They may wear formal shirt and tie while performing official duties representing the Bank elsewhere. They shall always wear clean shoes.</i>	Formal Indian or Western attire with clean footwear / shoes
2	Senior Officers	<b>Smart Formals.</b> <i>They may wear formal shirt and tie while performing official duties representing the Bank elsewhere. They shall always wear clean shoes.</i>	Formal Indian or Western attire with clean footwear / shoes
3	Staff at Branches and other 'Customer facing outfits'	<b>Formal Shirt &amp; Trousers and Shoes</b> [Branch Managers and Heads of outfits may preferably wear Tie].	Formal Indian or western attire with clean footwear / shoes.
4	Other staff at Administrative Offices [Scale-III & below]		
5	Sub-ordinate Staff / PTS	<b>Uniform</b> as provided by Bank	Uniform as provided by Bank

The contents of this circular may be disseminated among all the staff members under acknowledgement.

Please be guided accordingly.

  
**[M. Nagaraju]**  
General Manager [HR]

