

Circular

Sub: Maintaining decorum in RWF Administrative Building.

- 1.0 RWF is a premier Institution of the Ministry of Railways and in the past years, there have been several instances of visits by Hon'ble Ministers, Standing Parliamentary Committee on Railways, Senior Officials of Indian Railways and prominent Individuals from Government Bodies and reputed Media Persons. It is, therefore, prudent that RWF and its Employees project a professional image at all times.
- 2.0 It is, therefore, advised that the following steps may kindly be taken by all Office in-charges and Employees in the Administrative Building:
 - a. Employees with prescribed dress code/uniform should adhere to the same in Office premises during working hours.
 - b. Employees should adhere to formal clothing or traditional formal clothing like Nehru jacket/saree/salwar. Informal clothing should be avoided.
 - c. In case of the clothing not being as per the above suggested norms, the onus lies on the employee to make sure that any sensibilities are not offended and the clothing does not vitiate the formal working environment.
- 3.0 Office in charge are hereby advised to act upon the above.

Secy. to GM & CPRO