



# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

ICAI/HRD(P)/10/2015

27<sup>th</sup> February, 2015

## CIRCULAR

To,

### All Employees of the Institute

In continuation of our earlier Circular No.ICAI/HRD(P)/03/2009 dated 23<sup>rd</sup> January, 2009 in regard to the dress code to be followed by the employees of the Institute, the following are required to be adhered to with immediate effect:


1. When the meeting(s) of the Council, its Committee(s), Board(s) including Sub-Committee(s)/Group(s) are in session (including when on holidays) by :

**Gentlemen** : Blazer/full suits, formal pants, full sleeves shirts with tie and formal leather shoes.

**Ladies** : Sarees or Salwar Kameez with Dupatta, or formal pants and shirts with sleeves, business suits, with shoes/sandals.

2. The above dress code would also apply whenever the meeting(s)/programmes are organized in or outside the office premises and/or when appearing for/representing the Institute before any Government/regulatory and other authorities.
3. On other working days, while dress code as above would be desirable, female employees may however wear salwar suits with duppatta and male employees may wear formal pants, full sleeves or half sleeves shirts and formal shoes.
4. Dress code to be adhered by Class IV officials/drivers/general tradesmen and their equivalent - Uniform provided by the office with formal leather shoes/sandals.
5. **Jeans, T-shirts, Cargoes, Jackets, Sport Shoes, Floaters, Slippers, Skirts are explicitly not allowed to be worn on any working day.** However, officers/officials may wear informal dress that maintains the decorum of the office while attending it on holidays.

**It may please be noted that the above dress codes are now applicable to all employees irrespective of their designation/position.**

  
(S.K. Garg)

Joint Secretary-HRD(P)

#### **Copy to:**

1. All HODs/Secretaries to Committees
2. Heads of all DCOs.

#### **Copy for Information to:**

1. President's/Vice-President's/Secretary's Secretariat
2. EDP Section: For hosting on Intranet.