



साऊथ ईस्टर्न कोलफील्ड्स लिमिटेड  
**SOUTH EASTERN COALFIELDS LIMITED**  
**“A MINI RATNA COMPANY एक लघु-रत्न कम्पनी”**  
**CIN No: U10102CT1985GOI003161**

अधिकारी स्थापना विभाग,  
सीपत रोड पो0बाक्स नं0 60, बिलासपुर 495-006  
दूरभाष क्रमांक 07752-246336

No: HOD(P-EE)/SECL/Dress Code/2023/69

Date: 16.02.2023

**OFFICE ORDER**

The CoFDs of SECL in its 162<sup>nd</sup> meeting has approved a Dress Code for Executives of SECL communicated vide ref. no. SECL/BSP/CAD/162<sup>nd</sup> CoFD EXT/22-23/1250 Date 15.02.2023 of Company Secretary, SECL.

The dress code is as follows & its implementation shall be w.e.f. 20.02.2023:-

<b>Male Executives</b>	<b>Female Executives</b>
Shirt- Sky Blue/White	Kurti/Shirt/Saree- Wine Red/Sky Blue
Trouser- Black	Salwar/Trouser/Bottom- Black
Blazer/Sweater- Black	Blouse- Black
Shoes- Black	Dupatta- Black
	Blazer/Sweater- Black
	Shoes/Sandals- Black

All executives while representing the Company at any formal business meetings/ summit/ event/ conference/ workshop/ VIP Visits, shall mandatorily follow the Dress Code with '**Sky Blue**' colour for shirt of male executives & Kurti/Shirt/Saree of female executives.

All Area General Managers and GM/HODs of HQ are requested to bring the above decision of the CoFDs to the notice of all the Executives working in their concerned Area/Department, as the case may be for its implementation.

Approved Executives Dress Code for implementation in SECL is enclosed for strict compliance.

Encl: Executives Dress Code of SECL.

(सुजाता रानी)  
उप महाप्रबंधक(का0/अधि0स्था0)  
एसईसीएल, बिलासपुर

**Copy To:**

1. CMD/CVO/DT(O)/D(F)/DT(P&P)/D(P), SECL.
2. All Area General Managers, SECL.
3. All General Managers/HODs, SECL HQ, Bilaspur.
4. TS to CMD/D(P)/D(T/O)/D(T/P&P)/D(F), SECL, Bilaspur.
5. Company Secretary, SECL, Bilaspur.
6. APM/AFM:- All Areas, SECL.
7. Executive Concerned (Through concerned AGM/HOD).
8. CM(P/PF-Pension)/Mgr.(P/EE) 1-2/Dy Mgr.(P/EE) 1-2-3, Mgr. (Fin./Estb.), SECL HQ.
9. MGF.

**SOUTH EASTERN COALFIELDS LIMITED**  
**“A MINI-RATNA COMPANY”**  
**(A SUBSIDIARY OF COAL INDIA LIMITED)**



**EXECUTIVE'S DRESS CODE OF SECL**

**February 2023**

*REGD. OFFICE-*

**SOUTH EASTERN COALFIELDS LIMITED**  
**SECL BHAVAN, SEEPAT ROAD, PO BOX NO. 60**  
**BILASPUR, CHHATTISGARH, 495 006**  
<http://www.secl-cil.in>

## Executive's Dress Code of SECL

1. **Objective:** In order to enhance the brand image of the company and also to develop and inculcate corporate culture that exhibits professionalism.
2. **Applicability:** This Dress Code is applicable to all working executives of SECL and should be followed while working in the office/workplace as well as when the Executives are out of the office on company assignment.
3. **Attire at the Workplace:**
  - 3.1 Executives are expected to be clean and formally dressed on all the working days & should be well groomed.
  - 3.2 The Dress should be comfortable & appropriate to the work environment which projects professionalism.
  - 3.3 The Blazer can be excluded occasionally depending upon the comfort during full day working, however it is mandatory to wear Blazer during the Formal Business Meetings/Summit/ Event/ Conference/ Workshop/ VIP Visits for uniformity & prediction of Corporate Culture of the company.
  - 3.4 The Dress for Male & Female Executives:

<b>Male Executives</b>	<b>Female Executives</b>
Shirt - Sky Blue/White	Kurti/ Shirt/Saree - Wine red/ Sky Blue
Trouser - Black	Salwar/ Trouser/Bottom - Black
Blazer/Sweater - Black	Blouse - Black
Shoes - Black	Dupatta - Black
	Blazer/Sweater - Black
	Shoes/Sandals - Black

All executives while representing the Company at any formal business meetings/ summit/ event/ conference/ workshop/ VIP Visits, shall mandatorily follow the Dress Code with '**Sky Blue**' colour for shirt of male executives & Kurti/Shirt/Saree of female executives.

#### 4. General Guideline:

- 4.1 The clothing should be clean and not in dirty & frayed condition.
- 4.2 In any case clothing should be properly ironed.
- 4.3 Executives related with Medical & Production may also wear apron/ florescent/ safety jacket/ gear as applicable, as per their respective statute/guideline.
- 4.4 Executives belonging to related PwD(OH) category will have relaxation in use of formal shoes, as applicable.
- 4.5 Dress Code violation will not be accepted in any case. Frequent and intentional disregard of dress code may result disciplinary action.
- 4.6 Responsibility for Dress Code implementation will rest with GM/HOD of the department in case of HQ & Area General Manager in case of Areas/ Field Executives.
- 4.7 The dress Code is to be used in conjunction / Alignment with all relevant regulation/ rules as applicable to our company/ establishment.
- 4.8 Cost of proposed dress and laundry/washing charges incidental to its use shall be borne by the executives from respective allowance included in Cafeteria of perks as per Office Memorandum of Coal India Limited, Kolkata vide No. CIL/C5A(PC)/Pay revision2017/2972 dated. 08.08.2018.
- 4.9 As per Office Memorandum of Coal India Limited, Kolkata vide no. CIL/C5A(PC)/Pay revision2017/2972 dated. 08.08.2018 details of Perks and Allowances as admissible to different categories of executives under the concept of Cafeteria Approach, subject to ceiling limit of 35% of basic pay is enumerated. Under the cafeteria approach, the executives are allowed to choose from the set of perks and allowances given in Annexure-C of the above referred memorandum, and Executives has to submit the information to the company in option form for perks and Allowances as mentioned in Annexure -D of the said Office Memorandum.
- 4.10 The executives will be required to submit the declaration in format prescribed as per Annexure D/ESS-SAP to Finance Department of the Areas/ Units/ HQ as per OM No.CIL/C5A(PC)/Pay revision2017/2972 dated. 08.08.2018 however Executives may be

permitted to change & resubmit their option afresh at the beginning of a financial year, if required, and the same will be punched through SAP/ERP with the salary preparation and income tax calculation accordingly.

- 4.11 Dress code shall be exempted on Saturday's, however executives will wear formal clean & presentable dress. In the event of VIP/ Higher Authority (CIL/ MOC etc) visits on Saturday, dress code shall be applicable without exemption on that day.

**5. Inappropriate attire should be avoided:**

- 5.1 Slippers (except if medically required with a doctor note)  
Shower shoes; beach shoes; flip -flops etc.
- 5.2 Shorts, skirts & dresses etc.
- 5.3 Cloth generally used for recreation or exercise.
- 5.4 Clothing that is obscene, suggestive, demeaning or advocates the use of violence, alcohol, tobacco, or drugs.

**6. Saving Clause:**

- 6.1 The executives working in Mine / Workshop/ Rescue Station etc. will be allowed to wear safety equipment/ mining gear/ dress as per applicable norms/ guidelines. Such executives will be exempted from dress code only during their involvement in operational work.

**7. Power to make changes in the dress code at any point of time:**

- 7.1 Power to amend and interpret any of the provision of this Dress Code or to make any changes shall rest with the General Manager (EE)/ HOD (EE) subject to the approval of CoFDs.

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