

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES
VYAPAR BHAWAN, NEW DELHI-110002**

F. No. SCTT-II/2026-27/95-100

Dated: 17/06/2026

CIRCULAR

Subject: Maintenance of proper attire, office decorum and discipline in Government office.

Proper decorum, discipline and professional conduct in Government office is essential for ensuring an efficient, dignified and citizen-friendly work environment. Accordingly, all officers and officials working in the Department are hereby directed to maintain appropriate standards of dress code, conduct and office etiquette while in office.

All officers and officials shall ensure compliance of the following directions:

1. All Officers and officials of the Department shall ensure that their attire is decent, sober and appropriate for a Government workplace. The attire during office hours should reflect professionalism and the dignity associated with public service. Clothing, which is casual, inappropriate or inconsistent with the decorum expected in a Government Office shall be avoided.
2. Officers and officials shall report to office in a neat and presentable manner and maintain professional conduct while dealing with colleagues, visitors and members of the public.
3. Officers shall occupy and work from the designated workplace/workstation allotted to them. The designated seating arrangement in the office shall be strictly adhered to and no unauthorized personnel shall be allowed to occupy the chair/designated table/workstation, except when specifically permitted by the concerned officer for some official work.
4. All officers and officials shall maintain cleanliness, orderliness and a decorous working atmosphere in their respective office spaces.

All Heads of Branches and Ward In-charges shall ensure compliance of the above instructions by all concerned personnel under their charge.

Any deviation from these instructions shall be viewed seriously and appropriate action may be taken as per applicable rules.

This issues with the approval of the Commissioner, Trade & Taxes.

N. Singh
17.6.26

**(DR. NAVLENDRA KUMAR SINGH)
SPECIAL COMMISSIONER-II**

Copy for information to: -

1. PS to the Commissioner (T&T);
2. PS to the Special Commissioner(s), Additional Commissioner(s) and Joint Commissioner(s);
3. All Heads of Branches and Ward In-charges of the Department;
- ✓ 4. Deputy Director (IT) for uploading this Circular on the website of the Department;
5. Guard File.

N. Singh
17.6.26

**(DR. NAVLENDRA KUMAR SINGH)
SPECIAL COMMISSIONER-II**

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18/06/2026