

National Institute of Educational Planning and Administration  
{Deemed to be University u/s 3 of the UGC Act, 1956}  
17-B, Sri Aurobindo Marg, New Delhi-110016

F.No. 14-3/2023/Estbl. (Misc.)  
Date: October 05, 2023

**CIRCULAR**


It has been observed that the entitled staff who are required to wear the uniform during the office hours are not complying with the instructions even after issuing the Circular No. F. 37-1/2014-15/GA dated 31.08.2023.

To maintain discipline and decorum in the office premises, the details of the uniform mentioned in the said circular are as follows:

- i. Male staff shall wear **Navy Blue Pant and light Blue Shirt and formal shoes.**
- ii. Women employees will wear a **blue Saree or Gray salwar with a light blue shirt and formal shoes.**

Therefore, all the entitled staff are once again directed to comply with the order strictly and wear the prescribed uniform during the Office hours. Non-compliance will be viewed seriously and necessary action, as per rules shall be taken.

All MTS, Drivers are expected to comply with the aforesaid instructions and maintain proper decorum in the office premises.

  
05-10-23

In-charge, Establishment Section

To:

**All eligible MTS and Drivers**

Copy to:

1. Sr. PS to VC – for information of Hon'ble VC
2. PA to Registrar – for information
3. Finance Officer
4. Administrative Officer (I/c)
5. Systems Analyst – with the request to upload the circular on Institute's website
6. Section Guard File