



खण्ड सं-9, के० स० का० परिसर/Block No. -9, C.G.O. Complex,  
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3  
दिनांक/ Dated: 08<sup>th</sup> January, 2026

### कार्यालय आदेश / OFFICE ORDER

**Subject: Dress Code/Uniforms for SCDs, DRs, & MTS- reg.**

It is mandatory for all Staff Car Drivers (SCDs), Despatch Riders (DRs) and Multi-Tasking Staff (MTS) of this Directorate to strictly adhere to the prescribed dress code and wear the proper uniform during office hours.

2. The following **dress code / uniform** is prescribed for SCDs, DRs, and MTS of this Directorate:

Details of Dress Code / Uniform	Staff Car Driver (SCD)	Despatch Rider (DR)	Multi Tasking Staff (MTS)
For Male	1. Shirt - Khaki. 2. Pant - Khaki. 3. Shoe/Chappal - Black 4. Socks. 5. Nylon Belt - Khaki. 6. Jersey / Coat - Khaki (during winter).	1. Shirt - Grey. 2. Pant - Grey. 3. Shoe/Chappal-Black 4. Socks. 5. Nylon Belt - Grey. 6. Jersey / Coat - Grey (during winter).	1. Shirt - Sky Blue. 2. Pant - Navy Blue. 3. Shoe/Chappal- Black 4. Socks. 5. Nylon Belt -Navy Blue. 6. Jersey / Coat - Navy Blue (during winter).
For Female	1. Saree (Khaki) with Blouse (Khaki) & Petticoat. OR Salwar Kameej (Khaki) & Dupatta (Khaki). 2. Shoe /Chappal-Black. 3. Socks. 4. Jersey /Coat - Khaki (during winter)	1. Saree (Grey) with Blouse (Grey) & Petticoat. OR Salwar Kameej (Grey) & Dupatta (Grey). 2. Shoe/Chappal- Black 3. Socks. 4. Jersey /Coat - Grey (during winter)	1. Saree (Sky Blue) with Blouse (Sky Blue) & Petticoat. OR Salwar Kameej (Sky Blue) & Dupatta (Sky Blue). 2. Shoe/Chappal- Black 3. Socks. 4. Jersey /Coat - Navy Blue (during winter)

#### **Name Badge Format (With White Background)**



**श्याम लाल / Shyam Lal**  
**सवार हरकारा (ग्रेड-I)Despatch Rider(Gr.I)**

3. The In-Charge of all Sections at HQrs/CPRTI/POLNET Hub and In-Charge of all ISPW Stations/RPWTIs are requested to ensure strict compliance of above instructions.
4. This issues with the approval of the Competent Authority.

*Handwritten signature*  
08.01.26

(Mahesh Kumar Pachar)  
Joint Assistant Director (Admn)

**Copy to:-**

1. PS to Director.
2. PA to Addl. Director(I) / PA to Addl. Director(II).
- DD(IT)* 3. All JDs/DDs.
4. I/C of All sections HQrs/CPRTI/POLNET Hub & I/C of All ISPW Stations/ All RPWTIs: to bring into the notice to all SCDs, DRs & MTS under their control.
5. AD (IT): for uploading on the website of DCPW.
6. File.