



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोची - 682016
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File No: A-59/30/2019-ADM(ESTABLISHMENT)

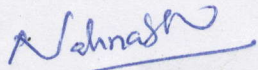
03/09/2020

CIRCULAR

Sub:- Dress Allowance - 2020

Please find enclosed herewith an Office Memorandum issued by the Ministry under F.No.14/4/2015JCA2 dtd.31/08/2017 regarding the issuance of Dress allowance (Uniform charges, washing allowances, stitching charges, shoe allowance are subsumed in Dress allowance) due to the employees eligible coming under the Group 'C' and erstwhile Group D categories. The Dress Allowance will be Rs. 5,000/-p.a. The eligible employees may apply in writing with due endorsement by the Officer-in-charge and send to this office before 15th September 2020 along with the undertaking from the employees stating that they will wear uniform regularly. The Officer-in-charge may ensure wearing of uniform regularly without fail and in the case of those employees who were not wearing the Uniform regularly; the position may be reported by the Reporting Officer.

This issues with the approval of Chairman, Coir Board


Administrative Officer

To

1. All sections/Branch Officers in Head Office
2. All Sub Offices and SR&SDs
3. E-Office Notice Board
4. Stock File
5. Coir Board Website



UNDERTAKING

I do hereby affirm that I will wear uniform in Office without any default while on duty. I agree to repay, the Dress Allowance along with penal interest at the rate fixed by the Government from time to time, if I am found not in uniform while on duty time

Counter signature of Reporting
Officer

Name:

Designation & Emp.ID:

Office:

Date: