

**DELHI TOURISM & TPT. DEVELOPMENT CORPORATION LTD.  
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI – 110024.**

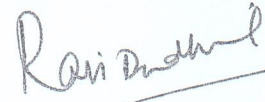
F. No: /GAD/MISC/DTTDC/2012-13 /1789

Dated: 15.10.2014

**CIRCULAR**

All Head of the Divisions are directed to strictly comply these guidelines for transformation of the work culture in the organization:

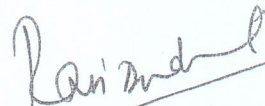
1. **Dress Code**- It is advised that Employees wear the appropriate Dress and avoid informal and casual dresses like T-Shirts, Denims, Floaters and sandals.
2. **Punctuality**- Employees must report and leave the office and their respective Units as per the prescribed time.
3. **Bio-Metric Attendance**- All the Employees mark their attendance only through Bio-Metric Machines in all the Units.
4. **Lunch Hours/Tea Breaks**- Employees avail the Lunch Hours from 1:30 to 2.00 PM and shorten the Tea Breaks and not indulge in gossips.



**(Ravi Dadhich)  
General Manager**

**Copy to:**

1. OSD to MD & CEO
2. PS to GM
3. PS to Chief Engineer
4. PS to FC
5. All Sr. Chief Managers, Chief Managers
6. File
7. Notice Board



**(Ravi Dadhich)  
General Manager**