

"Under Jurisdiction of Nagpur Court Only"

**वेस्टर्न कोलफील्ड्स लिमिटेड**

(भारत सरकार का मिनी रत्न - श्रेणी I उपक्रम)

**Western Coalfields Limited**

(A Miniratna - Cat. I Government of India Undertaking)

CIN-U10100MH1975GOI018626



निदेशक (कार्मिक) का कार्यालय

OFFICE OF THE

DIRECTOR (PERSONNEL)

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पंजीकृत कार्यालय : कोल इस्टेट, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001  
Regd. Office : Coal Estate, Civil Lines, Nagpur (M. S.) - 440001

कोल इस्टेट, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001  
Coal Estate, Civil Lines, Nagpur (M. S.) - 440001

No. WCL/D(P)/SECY/194

June 9, 2016

**All Executives of WCL family.**

**Sub: Introducing Dress Code for male executives of WCL**

Dear colleagues,

Team WCL has achieved many milestones in the recent times and emerged as a pioneer of consistent change and innovation. We as a team have not only grown together but also brought a positive transformation in the lives of our stakeholders. Our team spirit and positive outlook is reflected in our approach to consistently benchmark our activities and strive for a better future for all.

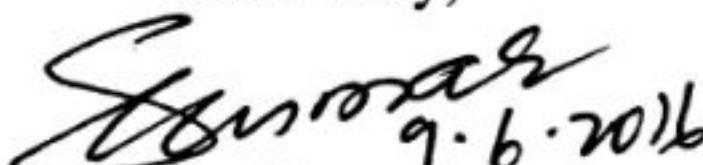
In our endeavor to take one more step toward strengthening that sense of belongingness and professionalism, we are introducing a corporate "Dress Code" for all the male executives of our Company as stated below:-

Dress	Colour Specification
Shirt (Full or Half sleeve)	Light Blue
Trousers	Blackish Blue or Black
Blazer, Sweater or Pullover (For Winters)	Blackish Blue or Black

We firmly believe that our appearance and demeanor carries certain messages and long-lasting professional image in respect of our organization. Although the compliance with this dress code is totally voluntarily on part of you all but we are assured of the positive response from our progressive team members. The Dress Code for female executives of WCL will be subsequently notified at a later stage.

Thanking you all.

Yours truly,

  
(Dr. Sanjay Kumar)  
Director (Personnel)