



We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400 042

**Employee Code : 271188**

**Personal & Confidential**

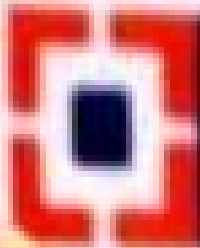
**Date of Joining : Dec 21, 21**

**Name : SHAHIN AKABAR MULLA**

**Location : Pune**

**Dear SHAHIN AKABAR MULLA ,**

Further to the interview & discussion you had with us, we are pleased to offer you as Service Officer, in Retail Branch Banking(cost code: 277) at branch (4629), Pune on the following terms and conditions:



**HDFC BANK**



**SHAHIN AKABAR MULLA**

**271188**

**KEY CORPORATE MANAGER**

**O+**

**Authorised Signatory**

### Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

#### **\* Grooming standards for Men**

**Hair-** Should be conservative, well maintained and cut short.

**Moustaches / beards** neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

**Attire- Formal wear:** Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige)  
Shirts should be with full-length sleeves and worn with a tie (mandatory).

If the occasion so demands (formal function / business call to an important Corporate / Client etc.)  
a blazer or suit appropriately chosen for the weather should be worn.

**Saturdays:** Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

**Footwear-** Leather laced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

**Others-** Neatly cut short nails, No ornaments except for obligatory ring or kada.

#### **Grooming standards for Women**

**Hair-** Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait  
**formal wear:** Indian saris, Salwar suits.

**Western formal wear:** Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

**Attire-** Formal shirts with formal trousers or skirts.

**Saturdays:** Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

**Footwear-** Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

**Others-** Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant

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