

WAPCOS LIMITED
(A Government of India Undertaking)
76-C, Institutional Area, Sector- 18, Gurgaon (Haryana)

No.7/480/HR/2025/4

Date: 13.10.2025

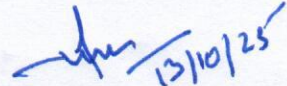
Circular

It has been observed that on several occasions the replies/reports are not furnished in time bound manner. This eventually leads to delay in conclusion of cases in timely manner.

In view of above all dealing officials are directed to quickly furnish their respective information / decision. It is also advised that in case any clarification is required at any stage the respective concerned officials may mutually communicate directly for early resolution.

This issues with the approval of the Competent Authority.

For WAPCOS Ltd.


(Sanjay Sharma)
General Manager (HR)

All concerned

Copy to:-

1. Director (C&HRD)
2. CEDs/ SEDs
3. SGM/ GMs/ PDs/Field offices (India & Abroad)
4. CEs/HoDs
5. EO to CMD – for kind information please
6. Hindi Section for Hindi version
7. Notice Boards
8. GM (IT)- For uploading on website please