

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

No.7/480/HR/2025/2

Date: 07.10.2025

CIRCULAR

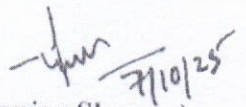
In continuation to the circular No. 7/480/HR/2025/1 dated 30.09.2025, wherein all the officers and staff of WAPCOS across all the offices were directed to punch their biometric attendance without fail with effect from 01.10.2025.

This is to inform that the salaries of the employees across all WAPCOS offices from the month of November 2025 shall be prepared based on the Bio-metric Attendance only.

Hence, all the CEDs/SEDs/HoDs and GM(F) to ensure compliance with the above.

This issues with the approval of the Competent Authority.

For WAPCOS LIMITED


(Sanjay Sharma)

General Manager (HR)

- To all concerned

Copy to:

- Director (C&HRD)
- General Manager(Finance)
- All CEDs/SEDs/SGMs/GMs/CEs/HoDs
- GM (IT)- for uploading on the Company's Website
- All Field Offices in India and Abroad
- EO to CMD - for kind information
- Hindi section for Hindi Version
- Notice Boards