

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

No.7/480/HR/2025/1

Date: 30.09.2025


**CIRCULAR**

All the officers and staff of WAPCOS across all the offices are directed to punch their biometric attendance without fail with effect from 01.10.2025. All the CEDs/SEDs/HoDs will ensure the same in offices under their administrative control.

For Project offices/site offices outside NCR the biometric machines wherever not installed shall be installed within a week to ensure marking of attendance of all officers and staff.

This issues with the approval of Competent Authority.

**For WAPCOS Limited**

  
(Sanjay Sharma)  
General Manager (HR)

**All Concerned**

Copy to:

- Director (C&HRD)/CVO
- All CEDs/SEDs/SGMs/GMs/CEs/HoDs
- GM (IT)- for uploading on Company's Website
- All Field Offices in India and Abroad
- Office of CMD – for kind information
- Hindi section for Hindi Version
- Notice Boards