

WAPCOS Limited  
(A Government of India Undertaking)  
76-C, Institutional Area, Sector -18, Gurgaon-122015, Haryana

CIRCULAR

No. WAP/ADMIN/2025

Date: 03.10.2025

**Subject: Special Campaign 5.0 (Implementation Phase) – reg.**

In continuation to the previous circular vide dated 12.09.2025, Special Campaign 5.0 (Implementation Phase) has started from 02.10.2025 to 31.10.2025. In this regard, it is once again requested to carry out the cleanliness drive in your respective offices covering weeding out of unwanted files/documents, cleaning of office premises and surroundings during this implementation phase and send pre, post and cleaning drive photographs. The E-files which have been completed and no further action is required may also be closed. Kindly ensure participation of all employees in this special campaign.

The information of physical files reviewed/weeded out and E-files reviewed/closed may be provided in the enclosed format.

The photographs may be sent on [rst@wapcos.co.in](mailto:rst@wapcos.co.in) and [ssw@wapcos.co.in](mailto:ssw@wapcos.co.in) alongwith the attached proforma latest by 10<sup>th</sup> Oct, 2025.

This is issued with the approval of competent authority.



(S S Walia)  
GM (A&BP)

Copy to:

- All Field Units/Regional Offices in India and Abroad
- CEDs/ Sr. EDs/ HODs/Sr. GMs/ GMs
- Director (C&HRD)
- CMD's Office – for kind information please

**Physical Records to be reviewed during Special Campaign 4.0  
(02.10.2025 to 31.10.2025)**

**Name of Division:**

**Location:**

<b>No. of Physical Files reviewed</b>	<b>No. of Physical Files Weeding out</b>
<b>No. of E-files reviewed</b>	<b>No. of E-files closed</b>