

WAPCOS LIMITED
(A Government of India Undertaking)
Plot No.76-C, Institutional Area, Sector-18, Gurgaon (Haryana)

No. 7/480/HR/2026/10

19th February, 2026

CIRCULAR

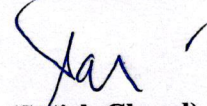
Subject: Processing of Full and Final Settlement within 15 Days upon Resignation/ discontinuation of services.

With a view to streamline the procedure of settlement of dues in respect of employee's resignation/ discontinuation, the process shall be completed within 15 days subject to completion of formalities and submission of documents as per details given in Annexure-I.

This issues with the approval of the competent authority.

Encl: Annexure-I

For WAPCOS Ltd.


(Satish Chand)

Dy. Chief Manager (HR)

All Concerned

Copy to:-

- Director (C&HRD)/CVO
- All CEDs/ SEDs/SGM/ GMs/CEs/HoDs
- GM (IT) for uploading on Company's Website
- EO to CMD - for kind information please
- Company Secretary
- Hindi Section for Hindi version
- Circular File

Annexure-I

Stage-I

Upon resignation the salary of employee shall be withheld for the notice period.

Stage-II

Reliving order to be issued after completion of following formalities on resignation and discontinuation:

Sr. No.	For Regular and Pay Scale Employees	For Contract Consolidated
1	Submission of proper handing over/taking over of charge duly certified by HoD concerned.	Last attendance in office duly certified by the Division/Project Office concerned.
2	Last attendance in office duly certified by the Division/Project Office concerned.	
3	Receipt of Vigilance clearance	

Stage-III

The full and final settlement of all dues in respect of employees as per above categories shall be processed upon receipt of following documents dully completed in all respect:

- No Dues Form duly signed by all Unit concerned.
- Submission of copies of Aadhar Card, PAN card and Cancelled Cheque.
- Duly filled Form-19 (in original) for release of EPF.

