

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

No.WAP/ERP/Cir.31/2025

January 30, 2026

**CIRCULAR**

1. All employees are hereby informed that Provident Fund (PF) details have been updated in the salary slips. In case of any discrepancy in the PF statement, employees may contact the PF Section for necessary clarification and action.
2. It is to inform that the **Attendance Request** may be submitted only for following reasons:
  - **Outdoor Duties**
  - **On Tour Duties**
  - **State Holiday**
3. This is to inform with reference to Circular No. 7/480/HR-2025/7 dated 30.10.2025, wherein the guidelines related to office timings and the penalties for non-compliance were conveyed. The system of deduction of leaves/salary has been put in force since November, 2025 and the office timing violation events are being generated on ERP with respect to the BAS Attendance for all employees. Furthermore, the provision of leave correction has been made in the ERP to offer justification against such events and get it rolled back upon approval of Competent Authority (Department Head) (e.g. late coming, attendance-related events and Forget punching on BAS). Note, this functionality is to be used for this purpose.

**Steps for Leave Correction on ERP**

- a) Login on ERP Portal.
- b) Navigate to: **Employee Event → Employee Event List**
- c) Open the specific Employee Event for which leave deducted.
- d) Click on Action (available at the top).
- e) Select Create Leave Correction to open Leave Correction Form.
  - a. Select the appropriate Reference Leave Application corresponding to the same date as the Event.
  - b. Clearly mention the reason for requesting leave correction.
  - c. Upload supporting documents, wherever applicable, as justification.
- f) Click on Save.
- g) *Note: Upon saving, the Leave Correction application will be stored in **Draft** status and not submitted at this stage.*
- h) Click on Action and select **Request** to formally submit the Leave Correction application for further process.

### Workflow of Leave Correction application

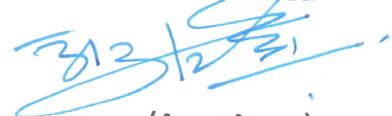
- The Leave Correction request will follow the same workflow as applicable for Attendance Request.
- On approval, the leave deducted due to the referenced Event shall be **automatically cancelled**, and the leave balance shall be **updated accordingly**.

#### **Note:-**

- Requests through **email or any mode other than ERP** shall not be considered.
- Employees are advised to ensure correct selection of **Event** and **Reference Leave Application** to avoid rejection.

Employees are requested to strictly adhere to the above procedure for effective and timely processing.

For WAPCOS Limited



(Arun Arora)

General Manager (IT)

#### **Copy to:**

1. Director (C&HRD)
2. CEDs/SEDs/EDs/Sr. GMs./HODs
3. GM (IT)-for uploading on Company's Website.
4. All Field Offices in India and Abroad
5. EO to CMD - for kind information please.
6. Hindi Section for Hindi Version
7. Notice Boards