

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

No.7/480/HR-2025/7

October 30, 2025

CIRCULAR

Sub: Guidelines for implementation of Aadhaar-enabled Biometric Attendance System (AEBAS) at WAPCOS

All the Officers/Staff including Regular, Trainee, Deputation, Contract Pay Scale & Consolidated employees, Daily Wage and Experts must mark their attendance using the Aadhaar-enabled Biometric Attendance System (AEBAS) at all WAPCOS Offices and the following guidelines are to be followed:

- The Aadhaar-enabled Biometric Attendance System (AEBAS) shall be maintained by HR Division.
- Delhi and NCR-based offices must function from 09:00 hours to 17:30 hours on 5 working days whereas all foreign offices and field offices in India must operate from 10:00 hours to 17:00 hours on 6 working days, including Saturdays. Every employee is required to work for a minimum of eight hours each day, excluding lunch hours. The working hours are indicative and officers and staff must put in extra office hours as per requirement of the project deliverables in the Company's interest.
- The regulation of attendance of employees as enclosed at **Annexure-I** is to be complied with.
- Late attendance for upto one hour may be condoned by a competent authority on not more than two occasions per month, provided there is a justifiable reason.
- Habitual late attendance or early departure is considered "misconduct" under the Central Civil Services (Conduct) Rules, 1964, and can lead to disciplinary action.
- Heads of Departments are responsible for regularly monitoring attendance reports and taking action against defaulters.
- All the officers/staff who will attend outdoor (OD) duties, On Tour (OT) duties will submit their information by Attendance Request Form through their HODs in the ERP.

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- The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

All the officers/staff are requested to strictly comply with the above guidelines.

This issues with the approval of Competent Authority.

For WAPCOS Limited

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30/10/25
(C.P.Arora)

General Manager (HR)

All Officers/Staff

Copy to:

1. Director (C&HRD)/CVO
2. CEDs/SEDs/EDs/SGMs/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
6. Hindi Section for Hindi Version
7. Notice Boards

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REGULATION OF ATTENDANCE OF EMPLOYEES

S.No.	Arrival Time Delhi/NCR & Foreign/ Field Offices	Departure Time	Frequency	Leave Adjustment
Delhi/NCR Offices				
1.	08:45 hours	17:15 hours	Early departure for every arrival within the given time period is permitted on same day only.	--
2.	Upto 09:15 hours	17:30 hours	--	--
3.	From 09:16 hours to 09:30 hours	17:30 hours	The employee can make up the timing within the same week by sitting late beyond 17:30 hours. Incident of cases of attendance beyond 09:16 hours; where employees do not compensate the timing by late sitting would get added to item no.4 below.	Nil
4.	09:31 hours to 10:00 hours or leaving between 17:00 hours and 17:30 hours.	--	For every 3 events (If the 8 ^{1/2} hours are not made up on the same day)	½ CL to be deducted. If CL is exhausted, One day's EL will be deducted.
5.	Attending office after 10:00 hours/Leaving by 13:00 hours	-	-	½ CL to be deducted. If CL is exhausted, One day's EL will be deducted.
Foreign/Field Offices				
6.	09:45 hours	16:45 hours	Early departure for every arrival within the given time period is permitted on same day only.	--
7.	Upto 10:15 hours	17:00 hours	--	--
8.	From 10:16 hours to 10:30 hours	17:00 hours	The employee can make up the timing within the same week by sitting late beyond 17:00 hours. Incident of cases of attendance beyond 10:16 hours; where employees do not compensate the timing by late sitting would get added to item no.4 below.	Nil
9.	10:31 hours to 11:00 hours or leaving between 16:30 hours to 17:00 hours	--	For every 3 events (If the 7 hours are not made up on the same day)	½ CL to be deducted. If CL is exhausted, One day's EL will be deducted.
10.	Attending office after 11:00 hours/Leaving by 13:30 hours	-	-	½ CL to be deducted. If CL is exhausted, One day's EL will be deducted.