

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

No.WAP/ERP/Cir.31/2025

January 21, 2026

**CIRCULAR**

**Reference: -**

- 1. Circular No. 7/480/HR/2025/3 dated: 08.10.2025**
- 2. Circular No. 7/480/HR/2025/2-I dated: 22.12.2025**
- 3. Email subject "New email id for resolution of ERP related issues - reg." dated: 22.12.2025**

1. This is with reference to above circulars and email issued by the HR Division and ERP Coord. & Monitoring Team, it has been observed that the employees are not getting salaries due to non-updation of their E-mail addresses as user and BAS IDs in the ERP. Therefore, HODs are requested to kindly send details of employees in the following format only for the employees for which salaries are not being released through the ERP at [nim@wapcos.co.in](mailto:nim@wapcos.co.in) :

S. No.	Name	Designation	Employee number	E-mail address	BAS ID	Division	Office Name

2. A dedicated **Help-desk** has been created in order to address all the issues pertaining to **ERP** including **Biometric Attendance System (BAS)**. The contact information for Help-desk is as follows:

- **ERP Helpdesk Intercom (for Gurugram HO): 1444**
- **ERP Helpdesk Phone No. (for outside Gurugram HO): 0124-2340119**
- **ERP Helpdesk E-mail: [erpsupport@wapcos.co.in](mailto:erpsupport@wapcos.co.in)**

This issues with the approval of Competent Authority.

For WAPCOS Limited

  
(Arun Arora)  
General Manager (IT)

Copy to:

1. Director (C&HRD)
2. CEDs/SEDs/EDs/Sr. GMs/HODs
3. IT Division 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