

No. 5/224/EMP/IO/2024

29th December, 2025

Sub: Empanelment of Inquiry Officers in WAPCOS.

Sir/ Madam,

Reference is invited to WAPCOS advertisement No. 5/224/EMP/IO/2024 dated 24.09.2024 regarding empanelment of Inquiry Officers in the company. In this regard, the 34 numbers of applicants as per list enclosed at Annexure-I are empanelled as Inquiry Officers for a period of 03 years w.e.f. the date of issuance of this letter. Their empanelment in company will be governed by the Terms & Conditions enclosed at Annexure-II.

Encl:-

1. **Annexure I**- List of 34 Inquiry Officers
2. **Annexure II**- Terms & Conditions

For WAPCOS Ltd.

(Purnesh Roy)

Dy. Chief Manager (HR)

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CTN : U74899DL1969GOT005070



Annexure-I**List of Inquiry Officers empanelled for a period of 03 years**

Sl. No.	Name S/Shri./Ms.	Address	E-mail-id
1	ADIKA RATNA SEKHAR	Flat No. 202, Kabeer Residency, House No. 10-2-317/60, Near E-Seva. Opp. Government High School, Vijay Nagar Colny, Hyderabad-500057, Telangana	ratna_33@yahoo.com
2	AJAY GUPTA	56-A Adarsh Enclave, Extn. 1, Trikuta Nagar, Jammu, J&K -180012	ajaytrgupta@gmail.com
3	ANGAN LAL NIRALA	Flat No. C-704, APEX ATHENA, Plot No. 12A, Sector 75 Noida, Gautam Buddha Nagar - 201301	anganlalnirala@hotmail.com
4	ANIL KUMAR	Tower C-4, Flat No. 2704, Cleo County, Sector- 121, Noida - 201301	anilk_tej@yahoo.co.in
5	ANJANI KUMAR MALLIK	Tower No-2, Flat No-5B, Genexx Exotica Apartment, Kumarpur, Asansol, Dist-Paschim Burdwan (West Bengal)- 711304	anjani.mallik@gmail.com
6	ARVIND KUMAR AGARWAL	61, Nayagaon Housing Society, Rampur, Jabalpur-482008 (MP)	akagarwal2209@gmail.com
7	AYAZ AHMAD	House No. 48, Shipra Vihar, Canal Road, Dehradun, Pin - 248001, Uttarakhand.	ahmad.ayaz089@gmail.com
8	CMDE SWAPN SHRI GUPTA	7/D-I Flats, G- Avenue Chanakyapuri New Delhi- 110021	swapn68@gmail.com
9	COL. ARVIND KUMAR SOOD	E3/603, GH 79, Sector 20, Panchkula, Haryana, Pin - 134117	arvindsood2001@gmail.com
10	COLONEL RADHAKRISHNAN NAIR	Flat No D-82 Florentine Housing Society, Sopanbaugh- Ghorpadi PO, Pune, Maharashtra - 411001	majorsanthosh@gmail.com
11	DIPAK CHANDA	B-202, Jeevan Ashary Society, Plot no-- 58/8, Block - C, Sector- 62, Noida, UP-201309	dipakchanda900@hotmail.com
12	DR. ANUJ KUMAR VARMA	1-A-42, Rustomjee Regency, Jaywant Sawant Road, Dahisar (West), Mumbai-400068	anuj_varma@rediffmail.com
13	DR. DINESH KUMAR VERMA	131-P, Sector 21, Panchkula - 134116	dkhim@rediffmail.com
14	DR. RAKESH KUMAR SINHA	C-16/904, CGEWHO Kendriya Vihar Plot 7, Sector P-4, Greater Noida, Distt. Gautam Budha Nagar, Uttar Pradesh- 201310	rakesh.sinhacsir@gmail.com
15	DR. UMESH KUMAR PANDEY	Flat No B-1602, Maxblis Grand Wellington, Eco City, Sector- 75, Noida, Distt. Gautambudh Nagar, Uttar Pradesh, PIN - 201316	yukaypee@gmail.com
16	HARISHWAR DAYAL	H-2, Lawyers Colony, Bypass Road, Agra-282005	dayalagra@gmail.com
17	ISHWAR CHANDRA JAIN	30, Keshav Vihar, Gopalpura, Bypass Road, Jaipur	ishwarjain088@gmail.com
18	KALYAN SAHAI MEENA	17/5, Rajpur Road, Civil Lines, Delhi - 110054	ksmeena1964@gmail.com
19	KRISHAN KANT KULSHRESHTHA	A-5/1, Welcomgroup Apartment, Sector-3, Dwarka, New Delhi-110078	kulshreshthakk@gmail.com



20	MANOJ KUMAR BANSAL	H.No.272, Sector 4, Panchkula Pin: 134112	bansalmanoj65@yahoo.com
21	MUKESH VATS	F-702, Mahima Panache, Airport Road, Pratap Nagar, Jaipur- 302033	mukeshvts@yahoo.co.in
22	ONKARMAL KEDIA	T-3A,6D, UTTARAYAN VILLE, Kahilipara, Guwahati-781019	okedia@gmail.com
23	PARESH CHANDRA BARMAN	Vijaya Complex, Flat No. 301(B-2), Survey, Beltola-Basistha Road, Guwahati, Assam, PIN-781028	barmanpcb@gmail.com
24	PRAVEEN KUMAR GOYAL	Flat NO. 303, GH-104E, Sector - 20, Panchkula(Haryana) - 134117	gkp2581@gmail.com
25	PRITAM SAHA	Flat No- SKA - 1008, Shipra Krishna Vista, Ahinsa Khand- I, Indirapuram, Ghaziabad-201014.	pritameraise@gmail.com
26	RAIS AHMED	Plot No:65, First Floor, Pocket- 1(Behind Apollo Hospital), Jasola, New Delhi, Pin: 110025	ahmadrais1959@gmail.com
27	RAJESH SHARMA	Tower - 8 (Red Wood), Flat No. 12116, mahagun Mywoods, Near Gaur City, Sector-16C, Greater Noida West-201009, UP	rajesh_sharmaji@rediffmail.com
28	RAM PRAKASH PANDEY	5/180, Second Floor, Sunder Vihar, New Delhi-10087	ramprakashpandey1960@gmail.com
29	ROHANI KUMAR GAUTAM	House no 2, Aravali Apartment, Alaknanda, Kalkaji, New Delhi - 110019	rkgautam.adg@gmail.com
30	S.P. SANWAL	E-222, 3rd Floor, Greater Kailash-I, New Delhi-110048	spsanwal@gmail.com
31	SHIVRAJ SINGH	Flat No. 701, Tower 18, Paras Tierca, Sector-137, Noida, District, Gautam Buddha Nagar, Uttar Pradesh, PIN- 201305	shivv31@gmail.com
32	SONIA RAJPUT	H.No. 263/2, Aravali Circle, Itarana Cantt, Alwar, Rajasthan, PIN-301001	soniarajputlegal@gmail.com
33	SURINDER SINGH SUR	Flat No 2, Block E2, Pocket 3, Sector 15, Rohini, New Delhi - 110089	ssingh.pk@gmail.com
34	UJJAL KUMAR SENGUPTA	7, N.G.BASAK ROAD, AGNIBINA APTS, P.O- MALL ROAD, KOLKATA-700080, W.B.	ujjalkumarsengupta@gmail.com

[Handwritten Signature]
29/12/25

Terms and Conditions for appointment of retired officers as the Inquiry Officer:

The designated Inquiry Officer shall require to give an undertaking as follows:

- (i) That he/she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent Government Officer. A Certificate to this effect will be obtained from the Inquiry Officer with respect to every Inquiry and placed on record;
- (ii) Shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.

Other Conditions:

- (i) No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. All the records, reports etc., available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
- (ii) The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO.
- (iii) The Inquiry Officer shall undertake travel for conducting Inquiry (in unavoidable circumstances) with the approval of Disciplinary Authority.
- (iv) The number of disciplinary cases assigned to an Inquiry Officer will be restricted to 8 cases in a year, with not more than 4 cases at a time.
- (v) The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Disciplinary Authority depending upon the circumstances of the case.
- (vi) Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority.
- (vii) A review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not up to the mark will be terminated with the approval of appointing authority.

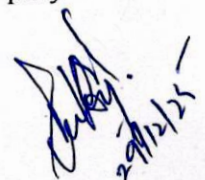


Structure of rates of Honorarium and other allowances payable to the Inquiry Officer:

Items	Category		Rate per case (in rupees)	
			For officers retired from the Ministries/ Departments under Government of India	For officers retired from PSUs / non-pensionable organisations
Honorarium	I	Where the number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn	An amount equal to 45% of the last drawn Basic Pay
	II	Where the number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn	An amount equal to 35% of the last drawn Basic Pay
	III	Where the number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn	An amount equal to 30% of the last drawn Basic Pay
Transport Allowance	Rs.40,000/-per case. Subject to the condition that for outstation journey, the actual expenses for Air travel/railways journey will be reimbursed in addition as per their entitled class at the time of their retirement (further subject to the approval of the Competent Authority and in compliance of the instructions issued by DoPT/DoE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare).			
Daily Allowance	Same as the Officer was entitled to immediately prior to retirement.			
Secretarial Assistance	I	Where the number of witnesses cited in the charge sheet is more than 10	Rs.40,000/-	
	II	Where the number of witnesses cited in the charge sheet are between 6- 10	Rs.30,000/-	
	III	Where the number of witnesses cited in the charge sheet is less than 6	Rs.20,000/-	

In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer for every additional charged officer.

50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. In case it is not possible to proceed with the matter due to stay by courts etc., the Inquiry


29/12/25

Officer may be discharged from his/her duties and payment of honorarium and other allowances will be made on pro rata basis. The Honorarium will normally be regulated by taking into account the quantum of work involved in individual disciplinary cases.

Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:-

- (i) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
- (ii) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and addresses each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
- (iii) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules of WAPCOS.

A handwritten signature in blue ink, followed by the date '29/12/23' written vertically.