

**WAPCOS LIMITED**  
(A Government of India Undertaking)  
76-C, Institutional Area, Sector-18, Gurugram, Haryana-122015

No. WAP/HR/480/11

18<sup>th</sup> April, 2026

**CIRCULAR**

**Subject: WAPCOS Policy on Premature Retirement on Voluntary Basis.**

The policy shall apply to regular employees of WAPCOS Limited, whether executive or non-executive, working on Regular basis, subject to fulfilment of eligibility conditions and other provisions contained herein. An employee may seek premature retirement under this policy if he or she has completed a minimum of twenty (20) years of qualifying service in WAPCOS Limited and has attained the age of fifty-five (55) years, as on the date of submission of the request. An eligible employee intending to opt for premature retirement under this policy shall submit a written request giving a minimum notice of three (3) months. The Competent Authority may, at its discretion and based on administrative exigencies, curtail or waive the notice period, either wholly or partly.

Premature retirement under this policy shall not take effect automatically. Every request shall require specific acceptance by the Competent Authority, and there shall be no concept of deemed acceptance. The request shall become effective only after written communication of acceptance. The Competent Authority shall have absolute discretion to accept or reject any request for premature retirement under this policy, taking into consideration organizational and business requirements, availability of trained and experienced manpower, deployment in critical or client-specific assignments, continuity of ongoing projects, or any other administrative or operational consideration. An employee retiring under this policy shall be entitled only to normal terminal benefits, as admissible under the applicable rules of the Company, such as Provident Fund or Pension, Gratuity, Leave Encashment and other dues, as applicable. No ex-gratia or additional compensation shall be payable under this policy.

Employees retiring under this policy shall not be eligible for re-employment or re-engagement in WAPCOS Limited in any capacity. An employee whose request for premature retirement is accepted under this policy shall be treated as retired from the service of the Company and shall be eligible for post-retirement medical benefits in accordance with the extant rules. The policy shall not be applicable to employees who are under suspension, or against whom disciplinary proceedings have been initiated by issue of a charge-sheet and are pending, or against whom prosecution for a criminal offence related to the Company is pending or sanction for prosecution has been accorded, or against whom any enquiry or investigation on allegations of corruption, bribery or misconduct is pending with CBI or any other agency.

Cont.



The Chairperson-cum-Managing Director (CMD), WAPCOS Limited, shall be the Competent Authority for acceptance of premature retirement under this policy. The Chairperson-cum- Managing Director reserves the right to modify, suspend or withdraw this policy, wholly or partly, at any time, depending upon organizational requirements. Any question relating to interpretation of this policy shall be referred to the CMD, WAPCOS Limited, whose decision shall be final.

For WAPGOS Ltd.



(Purnesh Roy)

**Dy. Chief Manager (HR)**

**Copy to:**

1. Director (C&HRD)
2. CEDs/SEDs/SGMs/GMs/CEs/HODs
3. All Field Offices India & Abroad
4. EO to CMD - for kind information please
5. GM (Fin)/DCM (Fin)/DM(Fin)
6. GM (IT)- for uploading on website please
7. Hindi Section for Hindi Version