



# **DAPS**

(Disciplinary Action Platform System)

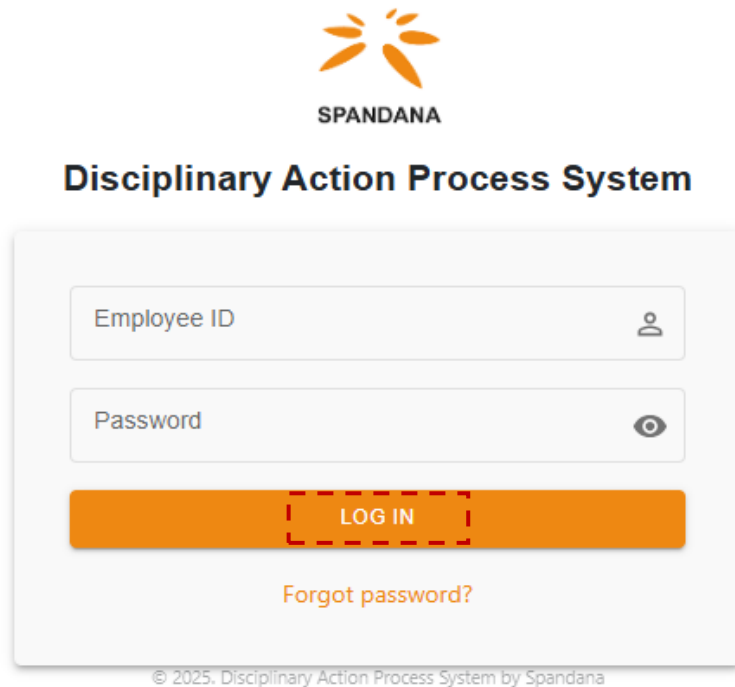
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**USER MANUAL**

Sno.	Action	Users Involved
1	<u>Login</u>	All users
2	<u>Financial case</u>	HR, IA, Crisis Management, F&A
3	<u>Non-Financial Case</u>	HR
4	<u>Unauthorized Absence</u>	HR


## 1) Login


Navigate to - <https://daps.spandanaspoorthy.com/login>



SPANDANA

### Disciplinary Action Process System

Employee ID 

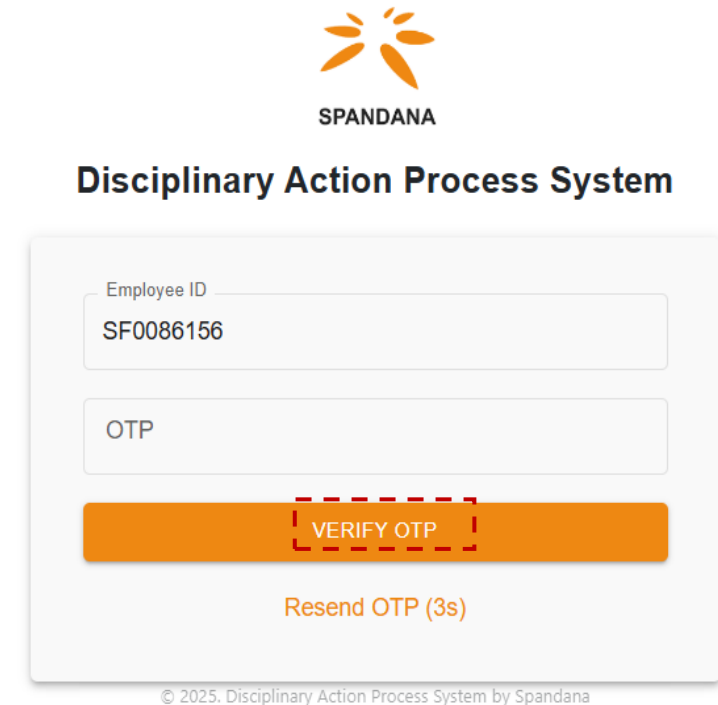
Password 

**LOG IN**

[Forgot password?](#)

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Enter your credentials and click on "**Login**"



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### Disciplinary Action Process System

Employee ID

OTP

**VERIFY OTP**

[Resend OTP \(3s\)](#)

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- Enter the OTP received on your mobile number and click on "**Verify OTP**" to login
- If you did not receive any OTP, then click "**Resend OTP**"



### Disciplinary Action Process System

Employee ID

Password

LOG IN

[Forgot password?](#)

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In case, the user does not remember the password, click on **“Forgot Password”**



### Disciplinary Action Process System

**Password Reset**

We have sent reset password link to resgistered email id!

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### Disciplinary Action Process System

Employee ID

**SUBMIT**

[Login?](#)

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Enter the User Id and click on **“Submit”**

Password reset link will be sent to the email Id entered, Open the mail to access the link  
**Note:** The link is only valid for 15mins



dapsadmin@spandanasphoorty.com

to me ▾

Hi Anupam Verma,



We received a request to reset your password. Click on the following link [Click Here](#)

Thank you,

Daps



SPANDANA

### Disciplinary Action Process System

New Password

Confirm New Password

RESET PASSWORD

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An email will be received, click on the **“Click Here”** to access the link

Enter the new password, confirm it and then click on **“Submit”**



SPANDANA

### Disciplinary Action Process System

Password Reset

Your password reset successfully!

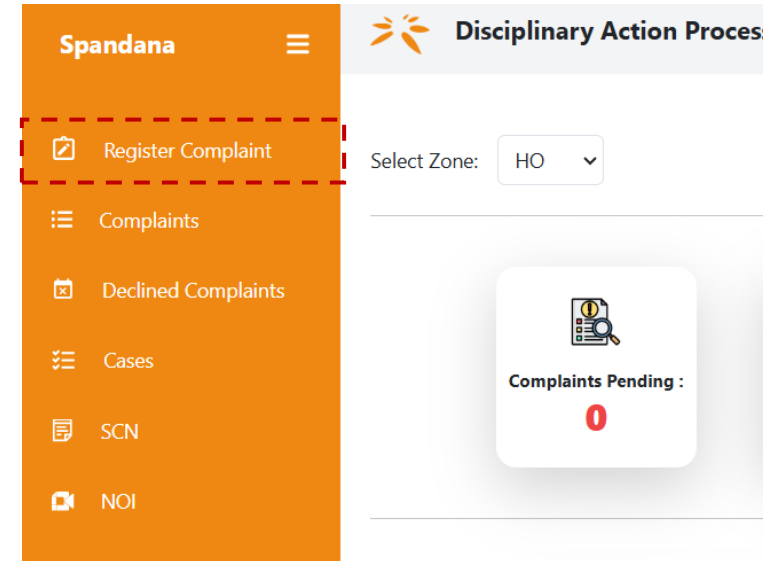
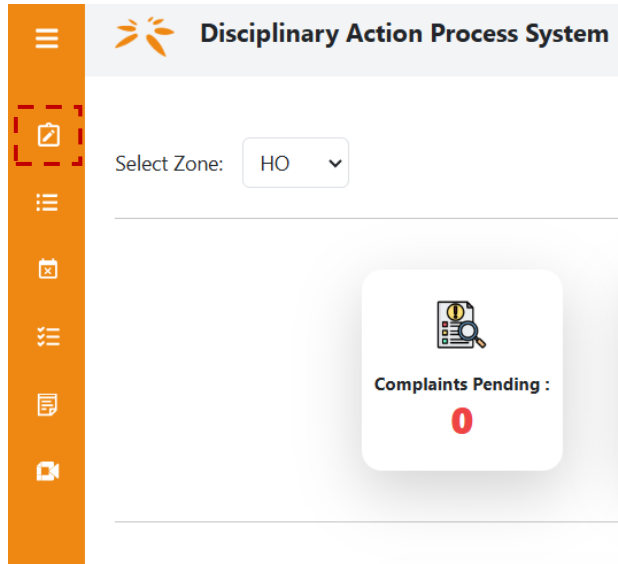
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After the password is reset, you can navigate to <https://daps.spandanasphoorty.com/login> for Login In




## FINANCIAL CASE WORKFLOW

Sno.	Steps	Users
1	Register Complaint	HR , CSS(Complaints team)
2	Register Case	HR
3	Fraud Investigation recommendation	Internal Audit
4	Initial SCN Issuance & response recording	HR
5	Fraud investigation details	Internal Audit
6	Detailed SCN Issuance & response recording	HR
7	Scheduling Inquiry	HR
8	Inquiry Meeting Attendance	HR
9	Inquiry Observations	Committee Members
10	Alleged Employee Response	HR
11	Inquiry Report	
12	Verdict	HO HR
13	Crisis Management form (Recovery record)	Crisis Management
14	F&A Posting	F&A
15	FMR Status	Internal Audit

# 1) Register Complaint



To register a complaint, either click the first icon on the sidebar or open the sidebar (by clicking the three lines) and then select "**Register Complaint.**"

  **Disciplinary Action Process System** Hi Jasthi (SF0066324)  
HRTeam 

**Complaint Details \***

Employee ID  Employee Name  Branch Code  Department  Case Type  Case Nature

**Charges or Allegations: \***

Allegation-1 \*

0/1000 words

Date of Incident  Date of Identification

**Supporting Documents\***

Type of file : payment voucher, receipt, screen shots

**Raised By \***

Employee ID  Employee Name  Branch Code  Department  Reported On

This is the complaint registration form that appears when you click "**Register Complaint**".

Enter the "**employee ID**" of the employee against whom the complaint is being registered. Upon entering the ID, the employee's name, branch code, status, and department will be automatically populated.

If the Employee ID is not known click on " Search Employee" to get the details of the employee

Disciplinary Action Process System

Hi Jasthi (SF0066324)  
HRTeam

Complaint Details \*

Search Employee

Employee ID Employee Name Branch Code Department Case Type Case Nature

Charges or Allegations: \*

Allegation-1 \*

0/1000 words

Date of Incident Date of Identification

Supporting Documents \*

Type of file : payment voucher, receipt, screen shots

Raised By \*

Employee ID Employee Name Branch Code Department Reported On

SUBMIT DRAFT

Enter name of the employee to get details

Search Employee

Search by Employee ID or Name

Name	Designation	Mbri_Id	Cluster	Area	Region	Employee ID	Action
No employees found							

Select the **"case type"** for the complaint from the list of available case types.

**Complaint Details \***

Employee ID: SF0086156 | Employee Name: Anupam Verma | Branch Code: CO0001-HO | Department: Information Technology | Case Type: **Unauthorized absence** | Case Nature: **Financial**

*Employee Status: Active*

**Charges or Allegations: \***

Allegation-1 \*  
0/1000 words

Date of Incident | Date of Identification

Supporting Documents\*  
*Type of file : payment voucher, receipt, screen shots*

**Raised By \***

Employee ID | Employee Name | Branch Code | Department | Reported On

**SUBMIT** **DRAFT**

Select the **"case nature"** corresponding to the case type from the available **"case nature"** dropdown

**Complaint Details \***

Employee ID: SF0086156 | Employee Name: Anupam Verma | Branch Code: CO0001-HO | Department: Information Technology | Case Type: **Financial** | Case Nature: **Collection Misappropriation**

*Employee Status: Active*

**Charges or Allegations: \***

Allegation-1 \*  
0/1000 words

Date of Incident | Date of Identification

Supporting Documents\*  
*Type of file : payment voucher, receipt, screen shots*

**Financial Details \***

Misappropriation amount | Amount recovered | Misappropriation amount: 0

**Raised By \***

Employee ID | Employee Name | Branch Code | Department

**SUBMIT** **DRAFT**

Enter the **allegation** with the **date of incident** and **date of identification**. Click add allegation to add multiple allegations.

The screenshot shows the 'Disciplinary Action Process System' interface. The top header includes the user name 'Hi Jasthi (SF0066324)' and 'HRTeam'. The form is titled 'Complaint Details' and contains several input fields: Employee ID (SF0086156), Employee Name (Anupam Verma), Branch Code (CO0001-HO), Department (Information Technology), Case Type (Financial), and Case Nature (Shortage of Cash, ...). The Employee Status is 'Active'. Under 'Charges or Allegations', there is a text area with 'asdasdasd', a character count of '1/1000 words', and two date pickers for 'Date of Incident' (04/02/2025) and 'Date of Identification' (06/02/2025). A '+ ADD ALLEGATION' button is visible. Below this is a 'Supporting Documents' section with a note: 'Type of file : payment voucher, receipt, screen shots'. The 'Financial Details' section has fields for 'Misappropriation amount', 'Amount recovered', and 'Misappropriation amount due' (0). The 'Raised By' section has fields for Employee ID, Employee Name, Branch Code, Department, and a 'Reported On' date picker. At the bottom, there are 'SUBMIT' and 'DRAFT' buttons.

Add the allegation details for both allegations. To **remove** any allegation click the corresponding remove allegation button

This screenshot shows the same 'Disciplinary Action Process System' interface, but with two allegations added. The first allegation is identical to the one in the previous screenshot. The second allegation, 'Allegation-2', has a text area with 'asdasdasd', a character count of '0/1000 words', and date pickers for 'Date of Incident' and 'Date of Identification'. A '- REMOVE ALLEGATION' button is present next to each allegation. The rest of the form, including the 'Supporting Documents', 'Financial Details', and 'Raised By' sections, remains the same as in the previous screenshot.

Click the **"Supporting Documents"** button to select the relevant documents for the complaint.

The screenshot shows the 'Disciplinary Action Process System' interface. The 'Supporting Documents' section is active, and a file selection dialog box is open over it. The dialog box shows the 'Downloads' folder with a list of files. The file 'DAPS\_1739534515860' is selected. The background form shows the 'Charges or Allegations' section with the text 'asdsadsad' and the 'Supporting Documents' button. The 'Financial Details' section shows the 'Misappropriation amount' field.

Name	Date modified	Type	Size
Earlier this month			
DAPS_1739534515860	14-02-2025 17:32	Microsoft Edge PD...	2
DAPS_1739532302175	14-02-2025 16:57	Microsoft Edge PD...	2
iLoveMerge (1)	14-02-2025 13:22	Microsoft Word D...	3,4
iLoveMerge	14-02-2025 13:22	Microsoft Word D...	3,0
API timeline	14-02-2025 13:22	Microsoft Word D...	3
CFSS API Testing	14-02-2025 13:22	Microsoft Word D...	9
DAPS_1739253802905	11-02-2025 11:33	Microsoft Edge PD...	2

Enter the **misappropriation amount** and the **amount recovered**. The due amount will be automatically calculated.

The screenshot shows the 'Disciplinary Action Process System' interface. The 'Financial Details' section is active, and the 'Misappropriation amount' and 'Amount recovered' fields are filled in. The 'Misappropriation amount' is 123, and the 'Amount recovered' is 12. The 'Misappropriation amount due' field is 111. The 'Charges or Allegations' section shows the text 'asdsadsad' and the 'Supporting Documents' button. The 'Financial Details' section shows the 'Misappropriation amount' field with the value 123, the 'Amount recovered' field with the value 12, and the 'Misappropriation amount due' field with the value 111. The 'Raised By' section shows the 'Employee ID' field.

Enter the **Employee ID** of the individual who raised the complaint. Once the ID is entered, the employee's name, branch code, and department will be automatically populated.

Disciplinary Action Process System

Employee Status: Active

Charges or Allegations: \*

Allegation-1 \*

asdsadsad

1/1000 words

Date of Incident: 04/02/2025

Date of Identification: 06/02/2025

SF0058615

SF0068615

SF0078615

SF0086150

SF0086151

SF0086152

SF0086153

SF0086154

Employee ID: 8615

Employee Name: Anupam Verma

Branch Code: CO0001-HO

Department: Information Technology

Reported On: 07/02/2025

Amount recovered: 12

Misappropriation amount due: 111

+ ADD ALLEGATION

SUBMIT DRAFT

© 2025. Disciplinary Action Process System

Choose the **reported date**, then you can either **submit** the complaint or save it as a **draft**.

Disciplinary Action Process System

Hi Jasthi (SF0066324) HRTeam

Complaint Details \*

Employee ID: SF0086156

Employee Name: Anupam Verma

Branch Code: CO0001-HO

Department: Information Technology

Case Type: Financial

Case Nature: Shortage of Cash, ...

Employee Status: Active

Charges or Allegations: \*

Allegation-1 \*

asdsadsad

1/1000 words

Date of Incident: 04/02/2025

Date of Identification: 06/02/2025

+ ADD ALLEGATION

Supporting Documents \*

Type of file: payment voucher, receipt, screen shots

Uploaded Files:

DAPS\_1739534515860.pdf (202.55 KB) ×

Financial Details \*

Misappropriation amount: 123

Amount recovered: 12

Misappropriation amount due: 111

Raised By \*

Employee ID: SF0086153

Employee Name: Shree Kavin M R

Branch Code: CO0001-HO




Department: Information Technology

Reported On: 07/02/2025

SUBMIT DRAFT

## RAKSHAK COMPLAINTS –

- The complaint team can raise complaints received from the Rakshak campaign by simply selecting the "**Is Rakshak**" checkbox.
- The system will automatically fetch the Raised By details as the relevant complaint team member's information.

  **Disciplinary Action Process System** Hi Karan (SF0059960) 



Employee Status: Active

Charges or Allegations: \*

Allegation-1

Test allegations

2/1000 words


Date of Incident: 02/07/2025  Date of Identification: 03/07/2025 

**+ ADD ALLEGATION**

Supporting Documents\*

Type of file : payment voucher, receipt, screen shots

Uploaded Files:


[Passbook.pdf \(135.45 KB\)](#) 

Financial Details \*

Misappropriation amount: 1234567 Amount recovered: 1250 Misappropriation amount due: 1233317

Raised By \*

Is Rakshak

Employee ID: SF0059960 Employee Name: Karan Kumar Branch Code: CO0001 Department: Human Resource Reported On: 

Disciplinary Action Process System								Hi Jasthi (SF0066324) HRTeam
Filters : <input type="text" value="Select"/>		Complaints			<input type="text" value="Emp ID"/>	<input type="text" value="Search..."/>	<input type="button" value="Q"/>	
EMP ID	EMP NAME	COMPLAINT ID	CASE TYPE	BRANCH	STATUS	REG. DATE	DECISION	ACTION
SF0086156	Anupam Verma		Financial	CO0001-HO	Drafted	2/27/2025	In Progress	<input type="button" value="Resume"/>

The drafted complaint can be viewed in the **"Complaints"** tab in the sidebar. Click on Resume to make changes to the complaint.

Disciplinary Action Process System						Hi Jasthi (SF0066324) HRTeam
<input type="text" value="Employee Id*&lt;br/&gt;SF0086156"/>	<input type="text" value="Employee Name*&lt;br/&gt;Anupam Verma"/>	<input type="text" value="Branch*&lt;br/&gt;CO0001-HO"/>	<input type="text" value="Department*&lt;br/&gt;Information Technology"/>	<input type="text" value="Case Type*&lt;br/&gt;Financial"/>	<input type="text" value="Case Nature**&lt;br/&gt;Shortage of Cash,Pre-closure Mis"/>	<input type="button" value="EDIT"/>
<b>Employee Status: Active</b>						
<b>Charges or Allegations *</b>						
<input type="text" value="Allegation 1&lt;br/&gt;asdsadsad"/>						
<input type="text" value="Date of Incident&lt;br/&gt;04/02/2025"/>	<input type="text" value="Date of Identification&lt;br/&gt;06/02/2025"/>					
<b>Financial Details</b>						
<input type="text" value="Value of Misappropriation&lt;br/&gt;123.00"/>	<input type="text" value="Amount Recovered&lt;br/&gt;12.00"/>	<input type="text" value="Misappropriate Amount Due&lt;br/&gt;111.00"/>				
<b>Raised By *</b>						
<input type="text" value="Employee Id&lt;br/&gt;SF0086153"/>	<input type="text" value="Employee Name&lt;br/&gt;Shree Kavin M R"/>	<input type="text" value="Branch&lt;br/&gt;CO0001-HO"/>	<input type="text" value="Department&lt;br/&gt;Information Technology"/>	<input type="text" value="Reported On&lt;br/&gt;07/02/2025"/>		
<input type="button" value="BACK"/>						

Click the **"Edit"** button to make changes when resuming a complaint from the list.

After making all the changes, the complaint can either be **Submitted** or saved as a **draft**.

The screenshot shows a web form titled "Disciplinary Action Process System" for a complaint against Anupam Verma. The form includes the following sections:

- Employee Status:** Active
- Charges or Allegations:** A text area containing "asdsadsad".
- Date of Incident:** 04/02/2025
- Date of Identification:** 06/02/2025
- Supporting Documents:** A section with a red error message: "Type of file : payment voucher, receipt, screen shots".
- Uploaded Files:** A link to "1740478740584\_DAPS\_1739534515860.pdf".
- Financial Details:** Value of Misappropriation: 123.00; Amount Recovered: 12.00; Misappropriate Amount Due: 111.00.
- Raised By:** Employee ID: SF0086153; Employee Name: Shree Kavin M R; Branch: CO0001-HO; Department: Information Technology; Reported On: 07/02/2025.

At the bottom, there are two buttons: "SUBMIT" (orange) and "SAVE AS DRAFT" (grey).

If the employee against whom the complaint is raised also has other complaints against him/her then the Complaints team /HR team can view the same to avoid duplication of complaints

The screenshot shows a "Complaint History" modal window. It displays a table of complaints against Anupam Verma:

Alleged Employee	Employee ID	MBRI ID	State	Department	Designation
Anupam Verma	SF0086156	CO0001	Telangana	Information Technology	Management Trainee

Complaint ID	Category	Status	Date
Complaint ID #FN25-26-00004	Financial	Case Registered	Jun 27, 2025
Complaint ID #NF25-26-00006	Non-Financial	Case Registered	Jun 26, 2025
Complaint ID #FN25-26-00003	Financial	DSCN response uploaded	Jun 25, 2025

At the bottom of the modal, there is a checkbox labeled "This is a new complaint" and a "Submit" button.

If this is a new complaint, click the check box & click on **Submit**

Disciplinary Action Process System

Complaint History

Alleged Employee: Anupam Verma, Employee ID: SF0086156, MBRI ID: CO0001, State: Telangana, Department: Information Technology, Designation: Management Trainee

Complaint ID #FN25-26-00004: Financial, Case Registered, Jun 27, 2025

Complaint ID #NF25-26-00006: Non-Financial, Case Registered, Jun 26, 2025

Complaint ID #FN25-26-00003: Financial, DSCN response uploaded, Jun 25, 2025

This is a new complaint

Submit

All the complaints can be viewed from the complaints tab present in the sidebar. Clicking the **view button** against the corresponding complaint takes us to the details of the complaint.

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Disciplinary Action Process System

Hi Jasthi (SF0066324) HRTeam

Filters: Select

Complaints

EMP ID	EMP NAME	COMPLAINT ID	CASE TYPE	BRANCH	STATUS	REG. DATE	DECISION	ACTION
SF0086156	Anupam Verma	FN25-26-00026	Financial	CO0001-HO	Submitted	2/27/2025	In Progress	View
SF0071301	Dnyaneshwar Tryembak Bobde	NF25-26-00009	Non Financial	MR1023-Partur	Submitted	2/17/2025	In Progress	View
SF0081205	Deepika Jaiswal	NF25-26-00006	Non Financial	CO0001-HO	Submitted	2/14/2025	In Progress	View
SF0086754	Parmar Manishkumar Ranjitsinh	NF25-26-00003	Non Financial	GRL2059-Bayad1	Submitted	2/12/2025	In Progress	View

Rows per page: 10

Page 1 of 1

Export to Excel

The Excel report can be downloaded by clicking the button

## 2) Register Case

The HR has the option to make changes to the complaint before case registration and can then **register the case**.

**Disciplinary Action Process System** Hi Jasthi (SF0066324) HRTeam

Complaint ID : **FN25-26-00026** Reg. Date : 27/02/2025 EDIT

Employee Id\*  Employee Name\*  Branch\*  Department\*  Case Type\*  Case Nature\*  Employee Status: Active

Charges or Allegations \*

Allegation 1

Date of Incident  Date of Identification

Financial Details

Value of Misappropriation  Amount Recovered  Misappropriate Amount Due

Raised By \*

Employee Id  Employee Name  Branch  Department  Reported On

REGISTER CASE DECLINE COMPLAINT

**Disciplinary Action Process System** Hi Yamini (SF0059477)

**Complaint History**

Alleged Employee	Employee ID	MBRI ID	State	Department	Designation
Anupam Verma	SF0086156	CO0001	Telangana	Information Technology	Management Trainee

Supporting Documents

Type of file : payment vo

Uploaded Files:

[Passbook.pdf \(135.45 K\)](#)

Financial Details \*

Misappropriation amount

Raised By \*

Employee ID

2/1000 words

Date of Incident

Reported On

+ ADD ALLEGATION

Complaint ID #FN25-26-00004  
Financial Case Registered Jun 27, 2025

Complaint ID #NF25-26-00006  
Non-Financial Case Registered Jun 26, 2025

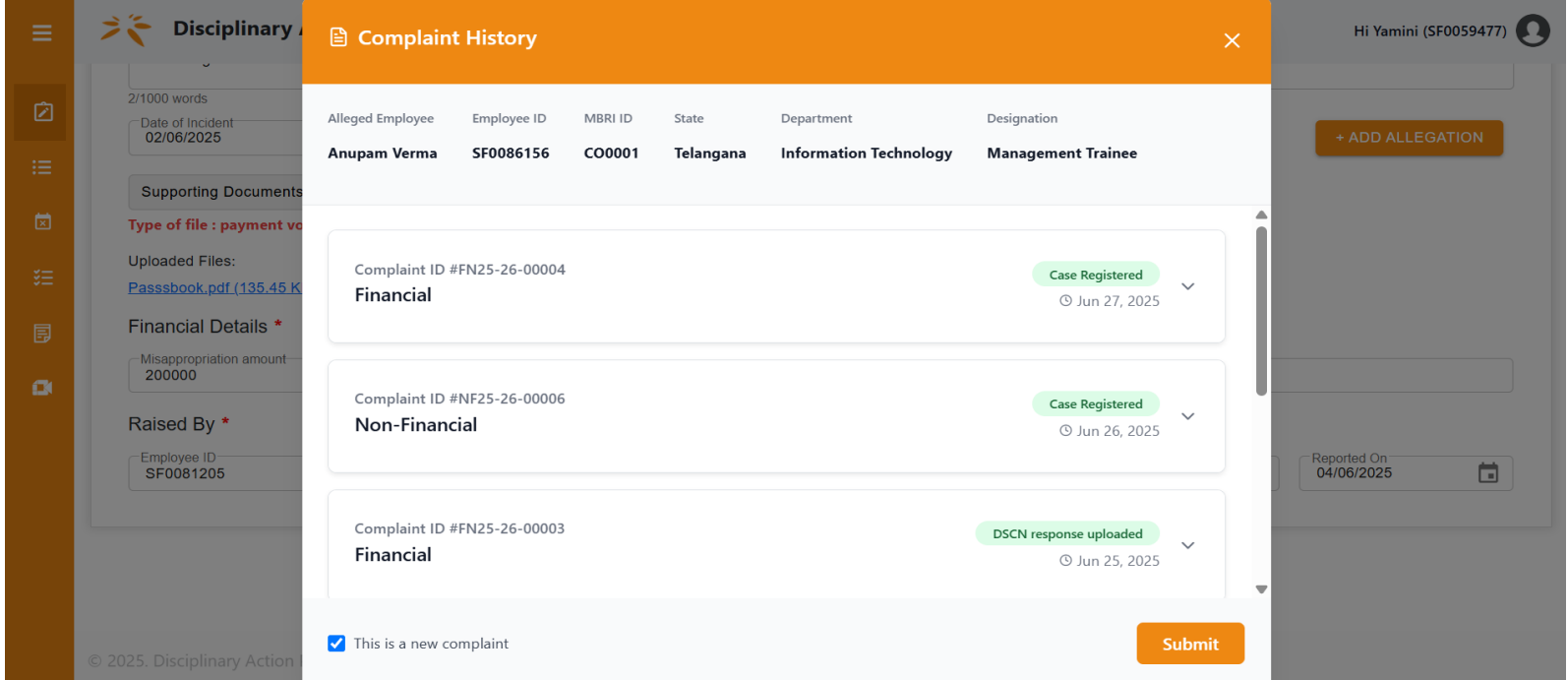
Complaint ID #FN25-26-00003  
Financial DSCN response uploaded Jun 25, 2025

This is a new complaint Submit

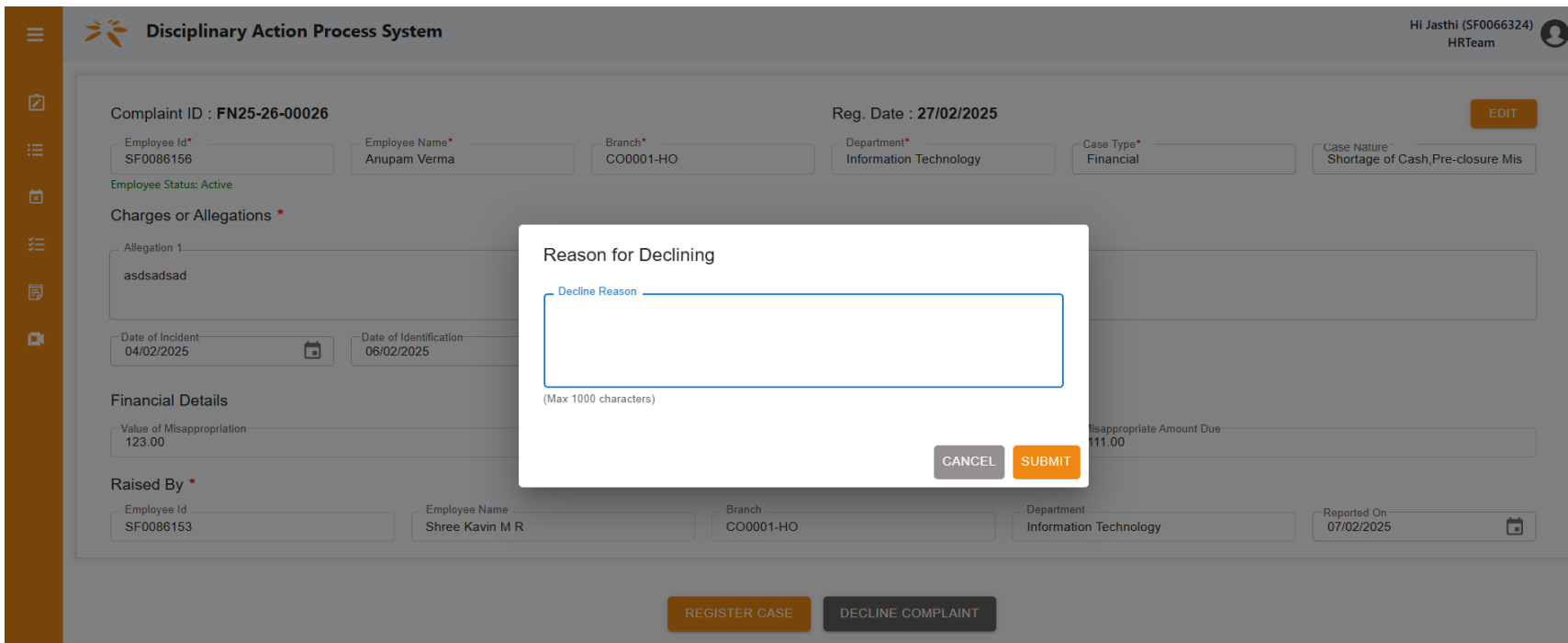
© 2025. Disciplinary Action

If the employee against whom the complaint is raised also has other complaints against him/her then the Complaints team /HR team can view the same to avoid duplication of complaints


If this is a new complaint, click the check box & click on **Submit**





If the HR decides to **decline** the complaint, a reason must be provided, and the complaint will be moved to the declined complaint list.



Upon registering the complaint, it moves to the **cases** section


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Disciplinary Action Process System Hi Jasthi (SF0066324)  
HRTeam 

Filters :  **Cases**   

EMP ID	EMP NAME	COMPLAINT ID	CASE ID	CASE TYPE	BRANCH	STATUS	REG. DATE	DECISION	ACTION
SF0086156	Anupam Verma	FN25-26-00026	DC-FY-2025-00051	Financial	CO0001-HO	Case Registered	2/27/2025	In Progress	<a href="#">View</a>
SF0086153	Shree Kavin M R	FN25-26-00025	DC-FY-2025-00050	Financial	CO0001-HO	FI Status updated	2/24/2025	Warning letter	<a href="#">View</a>
SF0081204	Anupam Bhattacharjee	FN25-26-00024	DC-FY-2025-00049	Financial	CO0001-HO	Case Registered	2/23/2025	In Progress	<a href="#">View</a>
SF0086153	Shree Kavin M R	UA25-26-00008	DC-FY-2025-00048	Unauthorized Absence	CO0001-HO	Case Registered	2/21/2025	In Progress	<a href="#">View</a>
SF0086153	Shree Kavin M R	UA25-26-00007	DC-FY-2025-00047	Unauthorized Absence	CO0001-HO	Case Registered	2/21/2025	In Progress	<a href="#">View</a>
SF0086103	K M Prajwal	UA25-26-00006	DC-FY-2025-00046	Unauthorized Absence	KAGL0433-T Narsipur	Case closed	2/21/2025	Termination	<a href="#">View</a>
SF0086153	Shree Kavin M R	UA25-26-00005	DC-FY-2025-00045	Unauthorized Absence	CO0001-HO	Case closed	2/21/2025	Termination	<a href="#">View</a>

Upon clicking **view**, the details of that particular case will be shown.

Disciplinary Action Process System Hi Shree (SF0086153)  
InternalAuditCLV,DapsAdmin 



Case ID : DC-FY-2025-00051 Reg. Date : 27/02/2025

Employee Id\*  Employee Name\*  Branch\*  Department\*  Case Type\*  Case Nature\*

Employee Status: Active

Charges or Allegations \*


Allegation 1

Date of Incident   Date of Identification  

Financial Details

Value of Misappropriation  Amount Recovered  Misappropriate Amount Due

Raised By \*

Employee Id  Employee Name  Branch  Department  Reported On  

Case ID : DC-FY-2025-00053 Reg. Date : 01/03/2025

ISSUE SUSPENSION CLOSE CASE

Employee Id\* SF0086153 Employee Name\* Shree Kavin M R Branch\* CO0001-HO Department\* Information Technology Case Type\* Non-Financial Case Nature\*\* Policy Violation against Code of C

Employee Status: Active

Charges or Allegations \*

Allegation 1  
asdasdasd

Date of Incident 01/03/2025 Date of Identification 01/03/2025

Raised By \*

Employee Id SF0086156 Employee Name Anupam Verma Department Information Technology Reported On 01/03/2025

This action is irreversible. Are you sure you want to issue suspension letter?

YES NO

The **"Issue Suspension"** button appears at the top of the page as soon as a case is registered.

**Note:** Suspension can be issued at any point during the case.

### 3) Fraud Investigation Recommendation

After case registration, **internal audit** records "fraud investigation required?" (Yes/No).

If no, the total fraud amount, the amount recovered till date should be recorded, and then click "**Save.**" (Due amount will be automatically calculated)

If yes, the tentative start and end dates should be recorded and saved.

**Disciplinary Action Process System** Hi Shree (SF0086153)  
InternalAuditCLV,DapsAdmin

123.00 12.00 111.00

**Raised By \***

Employee Id: SF0086153 Employee Name: Shree Kavin M R Branch: CO0001-HO Department: Information Technology Reported On: 07/02/2025

**Misappropriation Details**

Fraud Investigation Required  Yes  No

Total fraud amount \* Amount Recovered as On Date \* Due Amount \*

0 0 0

**SAVE**

**Disciplinary Action Process System** Hi Shree (SF0086153)  
InternalAuditCLV,DapsAdmin

123.00 12.00 111.00

**Raised By \***

Employee Id: SF0086153 Employee Name: Shree Kavin M R Branch: CO0001-HO Department: Information Technology Reported On: 07/02/2025

**Misappropriation Details**

Fraud Investigation Required  Yes  No

Tentative FI Start Date: dd-mm-yyyy Tentative FI End Date: dd-mm-yyyy

**SAVE**

## 4) Initial SCN Issuance & response recording

**Note:** Only if fraud  
Investigation is required

Issue the **Show cause Notice**

- **Response**

Record the **SCN response**

**If Yes:** Record the response of the alleged employee by filling the relevant details and submit the form.

**If No:** Submit the form indicating that the SCN response received is "**No.**"

### Fraud Investigation Details

Fraud Investigation Required: Yes      Tentative FI Start Date: 12/03/2025      Tentative FI End Date: 15/03/2025

**ISSUE SCN**

---

**SCN:**

Issued On: 01-03-2025      **SCN Response Received\***  Yes      Response Received Date\*: 01-03-2025

Alleged Employee Response\*  
njbhvg  
(Max 5000 characters)

**Response Type :**  Written     Video Recording available

**Upload SCN Response**

Choose File

Type of file : payment voucher, receipt, screen shots

[DAPS\\_1739252998756.pdf \(0.20 MB\)](#) ×

**SUBMIT**

## 5) Fraud Investigation details (Misappropriation Details)

Click on **Upload Report** to update the FI details

---

**Fraud Investigation Details**

Fraud Investigation Required: Yes      Tentative FI Start Date: 18/06/2025      Tentative FI End Date: 21/06/2025

---

Misappropriation Details [UPLOAD REPORT](#)

---

 **Disciplinary Action Process System**

 CLV report emp\_id doesn't match with the alleged emp\_id

Make sure the uploaded file is in correct format and the alleged name in excel is same as in complaint

---

**Fraud Investigation Details**

Fraud Investigation Required: Yes      Tentative FI Start Date: 18/06/2025      Tentative FI End Date: 21/06/2025

---

Misappropriation Details [UPLOAD REPORT](#)

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**IA FI File format - [FI Details Format.xlsx](#)**

### Misappropriation Details

Total fraud amount *	Amount Recovered as On Date *	Due Amount *		
15440.00	40.00	15400		
FI Start Date *	FI End Date *	Total Borrowers Verified *	Total Borrowers Affected *	FI Submission Date *
20-05-2025	21-05-2025	40	2	21-05-2025
Type of Complaint *	Multiple Complaint *			
Collection Misappropriation	Collection/ Preclosure Misappropriation			
IA Observation during Fraud Investigation *				
Loan Officer Vikash Nagar/SF0078979 was found involved in collection misappropriation (Collected EMIs but not posted to concerned borrower accounts) on the names of 02 borrowers for the amounting to Rs. 13,440/- based on the evidence available. Total Fraud Amount = Rs. 13,440/- Amount Recovered and Accounted in FIMO = Rs. 3,240/- Net Fraud Amount to be recovered = Rs. 10,200/-				
(Max 5000 characters)				

[1747844055046\\_Fraud Investigation Report - MP Indore-3 MPGL0536 \(1\).xlsx](#) ✕

Upload more Files \*

Typen of file : payment voucher, reciept, screen shots

UPDATE

Details from the report will be fetched and displayed .  
Attach the Fi file and click on **Update** to submit the details

## 6) Detailed SCN Issuance & response recording

### Issue the **Detailed Show cause Notice**



- **Response**

#### Record the **Detailed SCN response**

**If Yes: If Yes:** Record the response of the alleged employee by filling the relevant details and submit the form.

**If No:** Submit the form indicating that the SCN response received is **"No."**


**Note: "No"** can be submitted only after 21 days of issuing DSCN

 Disciplinary Action Process System Hi Jasthi (SF0066324)  
HRTeam 

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**Fraud Investigation Details**

Fraud Investigation Required: Yes Tentative FI Start Date: 12/03/2025 Tentative FI End Date: 15/03/2025

Start Date	End Date	Total Borrowers Verified	Total Borrowers Affected	Submission Date	Total Fraud Amount	Initial Amount Recovered	Due Amount	Remarks
01/03/2025	01/03/2025	20	10	01/03/2025	200000	100000	100000	

ISSUE DETAILED SCN

#### Detailed SCN:

Issued On  **Detailed SCN Response Received\***  Yes Response Received Date\*  

Alleged Employee Response\*



(Max 5000 characters)

Response Type :  Written  Video Recording available




## 7) Schedule Inquiry

Schedule the Inquiry by selecting the employee IDs from the dropdowns and filling all the relevant details .i.e. Date & time

### Schedule Inquiry

Date of Inquiry\*  Time\* 

Select the committee members:

Select Committee Member 1 Emp Id* 	Employee Name*	Branch Code*	Department*
Select Committee Member 2 Emp Id* 	Employee Name*	Branch Code*	Department*
Select Committee Member 3 Emp Id* 	Employee Name*	Branch Code*	Department*

**SUBMIT**

### Inquiry Details

#### Scheduled Inquiry Date

27/6/2025,09:30 AM

#### Meeting URL

[https://teams.microsoft.com/join/19%3ameeting\\_OGM4NTFmM2QtMDUwZi00MjllLTk2YzQtMWlwN2NiNzZkZjUy%40thread.v2/0?context=%7b%22Tid%22%3a%22f35a4b81-9437-4856-bad3-a1147a1c5e15%22%2c%22Oid%22%3a%221cbc1d19-c042-4ccc-a97d-6f768c9d85e9%22%7d](https://teams.microsoft.com/join/19%3ameeting_OGM4NTFmM2QtMDUwZi00MjllLTk2YzQtMWlwN2NiNzZkZjUy%40thread.v2/0?context=%7b%22Tid%22%3a%22f35a4b81-9437-4856-bad3-a1147a1c5e15%22%2c%22Oid%22%3a%221cbc1d19-c042-4ccc-a97d-6f768c9d85e9%22%7d)

#### Committee Member List

Department	Member Name	Member ID	Designation	Email Id	Contact Number
Internal Audit	Ashwin Kumar Nanduri	SF0072406	State Auditor	ashwinkumar.nanduri@spandanasphoorty.com	9948999699
Operations	Mahesh Halemane	SF0067849	Senior Vice President	mahesh.halemane@spandanasphoorty.com	7676456379
Human Resource	Jithin Johnson	SF0065074	Deputy Manager	jithin.johnson@spandanasphoorty.com	9037224527

System will generate the Meeting link & share it to all relevant members via email

## 8) Inquiry Meeting Attendance

Record the attendance after the inquiry has happened.

**Inquiry Details**

**Scheduled Inquiry Date**  
1/3/2025, 11:18 AM

**Meeting URL**  
<meet.google.com/asd-sfed-asd>

**Committee Member List**

Department	Member Name	Member ID	Designation	Email Id	Contact Number	DAC Attendance
Internal Audit	Rajesh Kumar Jha	SF0039868	State Auditor	rajesh.jha@spandanasphoorty.com	8969329392	<input type="checkbox"/>
Operations	Jiten Bhojani	SF0056230	Senior Vice President	jiten.bhojani@spandanasphoorty.com	9824220263	<input type="checkbox"/>
Human Resource	Avinash Kumar Mishra	SF0078763	Deputy Manager	avinashkumar.mishra@spandanasphoorty.com	8789366899	<input type="checkbox"/>

**SUBMIT ATTENDANCE**

If any member is not present at the inquiry, the inquiry can be rescheduled by clicking on "**Reschedule.**"

**Inquiry Details**

**Scheduled Inquiry Date**  
1/3/2025, 11:18 AM

**Meeting URL**  
<meet.google.com/asd-sfed-asd>

**RESCHEDULE**

**Committee Member List**

Department	Member Name	Member ID	Designation	Email Id	Contact Number
Internal Audit	Rajesh Kumar Jha	SF0039868	State Auditor	rajesh.jha@spandanasphoorty.com	8969329392
Operations	Jiten Bhojani	SF0056230	Senior Vice President	jiten.bhojani@spandanasphoorty.com	9824220263
Human Resource	Avinash Kumar Mishra	SF0078763	Deputy Manager	avinashkumar.mishra@spandanasphoorty.com	8789366899

The details of the previous inquiry meeting will be auto populated. You can still change the inquiry meeting details.

### Schedule Inquiry

Date of Inquiry* 27/06/2025	Time* 09:30 AM
--------------------------------	-------------------

**Select the committee members:**



Select Committee Member 1 Emp Id* SF0072406	Employee Name* Ashwin Kumar Nanduri	Branch Code* CO0001	Department* Internal Audit
Select Committee Member 2 Emp Id* SF0067849	Employee Name* Mahesh Halemane	Branch Code* SKN015	Department* Operations
Select Committee Member 3 Emp Id* SF0065074	Employee Name* Jithin Johnson	Branch Code* SKL016	Department* Human Resource

SUBMIT	CANCEL
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## 11) Inquiry report

Click on “Show Inquiry Report” to view the inquiry report

 **Disciplinary Action Process System**Hi Jasthi (SF0066324)  
HRTeam 

Case ID : **DC-FY-2025-00052**      Reg. Date : **01/03/2025**

**Verdict : Termination**      [CLOSE CASE](#)      [SHOW INQUIRY REPORT](#)

## 12) Verdict

### Alleged Employee Details

Attended	Allegation Accepted	Response Details	File
No	No	ASDASD	No files uploaded

[SEND TERMINATION](#)

Following the consensus of the committee, the verdict button will be made available to the HR department at HO.

### 13) Crisis Management Form (Recording recovery)

All recoveries made by crisis management team are to be recorded here with details against it such as recovery amount, date, FIR status & recovery file

If the FIR status is “Filed”, then Copy of FIR/ chargesheet needs to be uploaded

**Crisis Management Form:**

Total Verified Amount* 200000	Pending Amount* 100000	Recovery Amount* 5000	Recovery Date* 01/03/2025	Date of Deposit to HO* 01/03/2025	FIR Status* Not Filed
----------------------------------	---------------------------	--------------------------	------------------------------	--------------------------------------	--------------------------

Upload Recovery File

Type of file : payment voucher, receipt, screen shots

CM and Compliance Remarks\*  
Crisis Management remarks

(Max 5000 characters)

SUBMIT

**Crisis Management Form:**

Total Verified Amount* 200000	Pending Amount* 100000	Recovery Amount* 5000	Recovery Date* 01/03/2025	Date of Deposit to HO* 01/03/2025	FIR Status* Filed
----------------------------------	---------------------------	--------------------------	------------------------------	--------------------------------------	----------------------

Date of FIR* 01/03/2025	FIR Number* 98667162	Amount As Per FIR* 200000
----------------------------	-------------------------	------------------------------

Upload Recovery File      Upload FIR Copy/ Charge Sheet

Type of file : payment voucher, receipt, screen shots      Type of file : payment voucher, receipt, screen shots

[banner3.png \(0.52 MB\)](#) ×      [banner3.png \(0.52 MB\)](#) ×

CM and Compliance Remarks\*  
Crisis Management remarks

(Max 5000 characters)

SUBMIT

To record another recovery, click on the edit icon to enter details

### Crisis Management Details

Total Verified Amount: 200000

Pending Amount: 95000



FIR Status	Date of FIR	FIR Number	Amount as per FIR	FIR File
Not Filed	N/A	N/A	N/A	

Recovery Amount	Recovery Date	Date of Deposit	Recovery File	Remarks
5000.00	01/03/2025	01/03/2025		Crisis Man... <a href="#">read more</a>

Enter all the details of the recovery & submit

### Crisis Management Form:

Total Verified Amount \*  Pending Amount \*  Recovery Amount \*  Recovery Date \*  Date of Deposit to HO \*  FIR Status \*

Date of FIR \*  FIR Number \*  Amount As Per FIR \*

Upload Recovery File

Upload FIR Copy/ Charge Sheet

Type of file : payment voucher, receipt, screen shots

Type of file : payment voucher, receipt, screen shots

[banner3.png \(0.52 MB\)](#) ×

[banner3.png \(0.52 MB\)](#) ×

CM and Compliance Remarks \*

(Max 5000 characters)

## 14) F and A posting

Enter the posting status & files

**F and A:**

Posting Status \*

Final Notes \*

Credited to Borrower Account:  Yes  No

Type of file : payment voucher, receipt, screen shots

Update the status & files after posting

**F and A:**

Posting Status \*  Date of Posting \*  Total Amount Posted \*  Recovery amount uploaded in FIMO \*

Final Notes \*

Credited to Borrower Account:  Yes  No

Type of file : payment voucher, receipt, screen shots

## 15) FMR Filing status

IA can update the FMR status

**FMR**

FMR Status \*  
Not Required

Filed  
Not Filed  
Not Required

Total Verified Amount: 120000      Pending Amount: 30000

If it is not filed, select “Not Filed” & click on update

**FMR**

FMR Status \*  
Not Filed

UPDATE

If it is filed, select “Filed”, enter file date & click on update

**FMR**

FMR Status \*  
Filed

File Date \*  
03/03/2025

UPDATE

## NON- FINANCIAL CASE WORKFLOW

Sno.	Steps	Users
1	Register Complaint	HR , CSS(Complaints team)
2	Register Case	HR
3	SCN Issuance & response recording	HR
4	Scheduling Inquiry	HR
5	Inquiry Meeting Attendance	HR
6	Inquiry Observations	Committee Members
7	Alleged Employee Response	HR
8	Inquiry Report	
9	Verdict	HO HR

# 1) Register Complaint

## Complaint Details \*

Employee ID SF0086153	Employee Name Shree Kavin M R	Branch Code CO0001-HO	Department Information Technology	Case Type Non Financial	Case Nature Policy Violation against Cod...
--------------------------	----------------------------------	--------------------------	--------------------------------------	----------------------------	--

Employee Status: Active

## Charges or Allegations: \*

Allegation-1 \*  
asdadasd

1/1000 words

Date of Incident 01/03/2025	Date of Identification 01/03/2025
--------------------------------	--------------------------------------

+ ADD ALLEGATION

## Supporting Documents\*

Type of file : payment voucher, receipt, screen shots

Uploaded Files:

[DAPS\\_1739532302175.pdf \(203.14 KB\)](#) ×

## Raised By \*

Employee ID SF0086156	Employee Name Anupam Verma	Branch Code CO0001-HO	Department Information Technology	Reported On 01/03/2025
--------------------------	-------------------------------	--------------------------	--------------------------------------	---------------------------

SUBMIT

DRAFT

## 2) Register Case



Complaint ID : **NF25-26-00027** Reg. Date : **01/03/2025** [EDIT](#)

Employee Id* SF0086153	Employee Name* Shree Kavin M R	Branch* CO0001-HO	Department* Information Technology	Case Type* Non-Financial	Case Nature* Policy Violation against Code of C
---------------------------	-----------------------------------	----------------------	---------------------------------------	-----------------------------	--


Employee Status: Active

**Charges or Allegations \***

Allegation 1  
asdasdasd

Date of Incident 01/03/2025 	Date of Identification 01/03/2025 
--	--

**Raised By \***

Employee Id SF0086156	Employee Name Anupam Verma	Branch CO0001-HO	Department Information Technology	Reported On 01/03/2025 
--------------------------	-------------------------------	---------------------	--------------------------------------	---

REGISTER CASE

DECLINE COMPLAINT

### 3) Issue SCN

Issue the **Show cause Notice**

Record the **SCN response**

**If Yes:** Record the response of the alleged employee by filling the relevant details and submit the form.

**If No:** Submit the form indicating that the SCN response received is "**No.**"

Case ID : DC-FY-2025-00053 Reg. Date : 01/03/2025 ISSUE SUSPENSION CLOSE CASE

Employee Id\* SF0086153 Employee Name\* Shree Kavin M R Branch\* CO0001-HO Department\* Information Technology Case Type\* Non-Financial Case Nature\* Policy Violation against Code of C

Employee Status: Active

Charges or Allegations \*

Allegation 1  
asdasdasd

Date of Incident 01/03/2025 Date of Identification 01/03/2025

Raised By \*

Employee Id SF0086156 Employee Name Anupam Verma Branch CO0001-HO Department Information Technology Reported On 01/03/2025

ISSUE SCN

**SCN:**

Issued On 01-03-2025 **SCN Response Received\***  Yes Response Received Date\* dd-03-2025

Alleged Employee Response\*  
(Max 5000 characters)



Response Type :  Written  Video Recording available

SUBMIT




## 4) Schedule Inquiry

Schedule the Inquiry by selecting the employee IDs from the dropdowns and filling all the relevant details .i.e. Date & time

### Schedule Inquiry

Date of Inquiry\*  Time\* 

**Select the committee members:**

Select Committee Member 1 Emp Id* 	Employee Name*	Branch Code*	Department*
Select Committee Member 2 Emp Id* 	Employee Name*	Branch Code*	Department*
Select Committee Member 3 Emp Id* 	Employee Name*	Branch Code*	Department*

**SUBMIT**

System will generate the Meeting link & share it to all relevant members via email

### Inquiry Details

**Scheduled Inquiry Date**  
27/6/2025,09:30 AM

**Meeting URL**  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OGM4NTFmM2QtMDUwZi00MjllLTk2YzQtMWlwN2NiNzZkZjUy%40thread.v2/0?context=%7b%22Tid%22%3a%22f35a4b81-9437-4856-bad3-a1147a1c5e15%22%2c%22Oid%22%3a%221cbc1d19-c042-4ccc-a97d-6f768c9d85e9%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGM4NTFmM2QtMDUwZi00MjllLTk2YzQtMWlwN2NiNzZkZjUy%40thread.v2/0?context=%7b%22Tid%22%3a%22f35a4b81-9437-4856-bad3-a1147a1c5e15%22%2c%22Oid%22%3a%221cbc1d19-c042-4ccc-a97d-6f768c9d85e9%22%7d)

### Committee Member List

Department	Member Name	Member ID	Designation	Email Id	Contact Number
Internal Audit	Ashwin Kumar Nanduri	SF0072406	State Auditor	ashwinkumar.nanduri@spandanasphoorty.com	9948999699
Operations	Mahesh Halemane	SF0067849	Senior Vice President	mahesh.halemane@spandanasphoorty.com	7676456379
Human Resource	Jithin Johnson	SF0065074	Deputy Manager	jithin.johnson@spandanasphoorty.com	9037224527

## 5) Inquiry Meeting

Record the attendance after the inquiry has happened.

### Inquiry Details

**Scheduled Inquiry Date**  
1/3/2025,11:18 AM

**Meeting URL**  
<meet.google.com/asd-sfed-asd>

### Committee Member List

Department	Member Name	Member ID	Designation	Email Id	Contact Number	DAC Attendance
Internal Audit	Rajesh Kumar Jha	SF0039868	State Auditor	rajesh.jha@spandanasphoorty.com	8969329392	<input type="checkbox"/>
Operations	Jiten Bhojani	SF0056230	Senior Vice President	jiten.bhojani@spandanasphoorty.com	9824220263	<input type="checkbox"/>
Human Resource	Avinash Kumar Mishra	SF0078763	Deputy Manager	avinashkumar.mishra@spandanasphoorty.com	8789366899	<input type="checkbox"/>

SUBMIT ATTENDANCE

If any member is not present at the inquiry, the inquiry can be rescheduled by clicking on **"Reschedule."**

**Inquiry Details**

**Scheduled Inquiry Date**  
1/3/2025, 11:18 AM

**Meeting URL**  
<meet.google.com/asd-sfed-asd>



**RESCHEDULE**

**Committee Member List**

Department	Member Name	Member ID	Designation	Email Id	Contact Number
Internal Audit	Rajesh Kumar Jha	SF0039868	State Auditor	rajesh.jha@spandanasphoorty.com	8969329392
Operations	Jiten Bhojani	SF0056230	Senior Vice President	jiten.bhojani@spandanasphoorty.com	9824220263
Human Resource	Avinash Kumar Mishra	SF0078763	Deputy Manager	avinashkumar.mishra@spandanasphoorty.com	8789366899

The details of the previous inquiry meeting will be auto populated. You can still change the inquiry meeting details.

**Schedule Inquiry**

Date of Inquiry \* 01/03/2025  Time \* 11:22 AM  Enter meeting link \* <meet.google.com/asd-sfed-asd>

**Select the committee members:**



Select InternalAudit Emp Id * SF0039868	Employee Name * Rajesh Kumar Jha	Branch Code * BHSTC007-Patna Stc	Department * Internal Audit
Select Operations Emp Id * SF0056230	Employee Name * Jiten Bhojani	Branch Code * SGJ007-Gujarat	Department * Operations
Select ZonalHR Emp Id * SF0078763	Employee Name * Avinash Kumar Mishra	Branch Code * BHSTC007-Patna Stc	Department * Human Resource

**SUBMIT** **CANCEL**



## 8) Inquiry report

Click on “Show Inquiry Report” to view the inquiry report

 **Disciplinary Action Process System** Hi Jasthi (SF0066324)  
HRTeam 

Case ID : DC-FY-2025-00052 Reg. Date : 01/03/2025 [CLOSE CASE](#) [SHOW INQUIRY REPORT](#)

**Verdict : Termination**

## 9) Verdict

**Alleged Employee Details**

Attended	Allegation Accepted	Response Details	File
No	No	ASDASD	No files uploaded

[SEND TERMINATION](#)

Following the consensus of the committee, the verdict button will be made available to the HR department at HO.

## UNAUTHORIZED ABSENCE CASE WORKFLOW

Sno.	Steps	Users
1	Register Complaint	HR , CSS(Complaints team)
2	Register Case	HR
3	SCN Issuance	HR
4	Record the SCN response	HR
5	Case Closure	HR

# 1) Register Complaint

**Complaint Details \***

Employee ID: SF0086156  
Employee Name: Anupam Verma  
Branch Code: CO0001-HO  
Department: Information Technology  
Case Type: Unauthorized absence  
Case Nature: Absconding

Employee Status: Active

**Charges or Allegations: \***

Allegation-1 \*  
dasdsad

1/1000 words

Date of Incident: 01/03/2025  
Date of Identification: 01/03/2025

Supporting Documents

Type of file : payment voucher, receipt, screen shots

**Raised By \***

Employee ID: SF0086153  
Employee Name: Shree Kavin M R  
Branch Code: CO0001-HO  
Department: Information Technology  
Reported On: 01/03/2025

SUBMIT

DRAFT

## 2) Register Case

Complaint ID : **UA25-26-00010** Reg. Date : **01/03/2025** **EDIT**

Employee Id\*  Employee Name\*  Branch\*  Department\*  Case Type\*  Case Nature\*\*

Employee Status: Active

**Charges or Allegations \***

Allegation 1

Date of Incident   Date of Identification

**Raised By \***

Employee Id  Employee Name  Branch  Department  Reported On

**REGISTER CASE** **DECLINE COMPLAINT**

## 3) Issue SCN

Case ID : **DC-FY-2025-00054** Reg. Date : **01/03/2025** **CLOSE CASE**

Employee Id\*  Employee Name\*  Branch\*  Department\*  Case Type\*  Case Nature\*\*

Employee Status: Active

**Charges or Allegations \***

Allegation 1

Date of Incident   Date of Identification

**Raised By \***

Employee Id  Employee Name  Branch  Department  Reported On

**ISSUE SCN**

Issue the **Show cause Notice**

## 4) Record the SCN response

### If SCN Response No:

After 6 days of issuance of SCN if no response is received **Send Reminder** button will be enabled.

**SCN:**

Issued On  
23-02-2025

SCN Response Received\*  No

**SEND REMINDER**

After 13 days of issuance of SCN if no response is received **Issue Termination** button will be enabled.

**SCN:**

Issued On  
16-02-2025

SCN Response Received\*  No

**ISSUE TERMINATION**

## If SCN Response Yes :

Record the response of the alleged employee by filling the relevant details and submit the form.

**SCN:**

Issued On: 01-03-2025

SCN Response Received\*  Yes

Response Received Date\*: dd-03-2025

Alleged Employee Response\*

(Max 5000 characters)

Response Type :  Written  Video Recording available

**SUBMIT**

## 5) Case Closure

Based on the response received, close the case by clicking on “ Close Case”

Case ID : DC-FY-2025-00048

Reg. Date : 21/02/2025

**CLOSE CASE**

Employee Id\*: SF0086153

Employee Name\*: Shree Kavin M R

Branch\*: CO0001-HO

Department\*: Information Technology

Case Type\*: Unauthorised Absence

Case Nature\*: Absconding

Select the decision from the drop down and add reason for the same and click on “Submit”

**Decision \*:**

Select a Decision ▼

- Select a Decision
- Drop Charges**
- Warning letter
- Resignation

(Max 1000 characters)

SUBMIT