

INQUIRY REPORT

Background:

This is with reference to the case registered on 30/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Rajendra Palai**, bearing the Emp. ID - SF0028669. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 02/05/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 19/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 31/05/2025, informing that Mr./Ms./Mrs. Rajendra Palai, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 02/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 02/06/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Rajendra Palai (SF0028669 , Branch Manager)
2. Mr./Ms./Mrs. Suryakanta Sathuamahapatra (SF0043187 , State Auditor)
3. Mr./Ms./Mrs. Dalpreet Kaur (SF0077378 , Deputy Manager)
4. Mr./Ms./Mrs. Sanjaya Kumar Sahoo (SF0070624 , Senior Vice President)

Submissions from the Committee:

The Inquiry Committee/Officers presented the version of the management along with the documents/evidence submitted, as stated below:

The Inquiry Committee/Officer submitted that, through the mail dated 29/04/2025 from Mr./Ms./Mrs. Biren Kumar Pattanaik SF0087420 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Rajendra Palai SF0028669 Branch Manager allegedly committed misconduct under Collection Misappropriation on 10/12/2024. The complaint mail is attached as **Annexure -III**.

And also then presented the alleged employee's reply to the Show Cause Notice via letter dated 03/05/2025, which is attached as **Annexure - V**.

And then presented the alleged employee's reply to the Detailed Show Cause Notice via letter dated 19/05/2025, which is attached as **Annexure - V**.

Thereafter, the Committee has validated the available records (reports) and factual information provided by the management in support of the charges made.

List of available records and information (evidence if any) presented during the inquiry proceedings:

Evidences:

1. [1746015423248_fraud has been found in the name of the Branch manager.msg](#)

Fraud Investigation Files:

1. [1747372185904_Evidences Singhpur-FN25-26-00442.zip](#)
1. [1747372185904_Fraud Investigation Report -Singhpur OR2758-FN25-26-00442.pdf](#)
1. [1747372185904_SSFL Fraud Investigation Report -Singhpur OR2758-FN25-26-00442.xlsx](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Rajendra Palai to verify/examine the witness/evidence in their defense.

Submissions from Alleged Employee:

Mr./Ms./Mrs. Rajendra Palai presented their defense statement and evidence as follows:

The alleged employee stated that the allegations charged on him/her are true.

The inquiry was closed after confirming with all parties that they had full opportunity to present witnesses and evidence, and to examine and cross-examine, with nothing else to be presented in the Inquiry.

Observations:

Observations of the inquiry committee/officers based on the evidence produced/submitted by the alleged employee and/or complainant.

- Member Id:** SF0043187 **Name:** Suryakanta Sathuamahapatra **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Termination under financial misappropriation
Conclusion: Yes
- Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Amount collected but not posted in FIMO
Conclusion: Yes
- Member Id:** SF0070624 **Name:** Sanjaya Kumar Sahoo **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Termination
Conclusion: Yes

Inquiry Findings:

On hearing both the sides, statements recorded above and reviewing the supporting evidence submitted by both the parties, it is thereby concluded that there is adequate evidence to support the charges, and Mr./Ms./Mrs. Rajendra Palai has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 02/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 19/05/2025.

Inquiry Committee / Officer

Date: 27/06/2025

Annexures

- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 2 \(Notice of Inquiry \)](#)
- [Annexure - 5 \(SCN Reply \)](#)
- [Annexure - 5 \(SCN Reply \)](#)