



SPANDANA

Date: 22/06/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 02/05/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Rahul Rajput**, bearing the Emp. ID - SF0080860. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 09/05/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 15/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 12/06/2025, informing that Mr./Ms./Mrs. Rahul Rajput, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 14/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 14/06/2025 (Inquiry date), I/we along with other committee members were present; however, the alleged employee was not present for the Inquiry.

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 01/05/2025 from Mr./Ms./Mrs. Bhisahab Yadav SF0044826 Branch Quality Manager, it was informed to the management that Mr./Ms./Mrs. Rahul Rajput SF0080860 Customer Retention Associate allegedly committed misconduct under Pre-closure Misappropriation on 17/02/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 09/05/2025 was issued to Alleged Employee Rahul Rajput against the alleged charges. After that, considering that Mr./Ms./Mrs. Rahul Rajput's presence in the branch would potentially lead to influencing the evidence specific to the alleged charges, a suspension letter was issued to him on 05/05/2025. A copy of the same is attached as **Annexure -IV**.

Employee has not responded to the Show Cause Notice issued.

Employee has not responded to the Detailed Show Cause Notice issued.

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. [1746174302438_Financial Fraud.msg](#)

Fraud Investigation Files:

1. [1747297848346_Evidence_Sultanpur.zip](#)

1. [1747297848346_Fraud Investigation Report - MP Sultanpur MP2849.xlsx](#)

1. [1747297848346_RE Case Registered DC-FY-2025-01079.msg](#)

1. [1747297848346_Fraud Investigation Report - MP Sultanpur MP2849.pdf](#)

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

Submissions from Alleged Employee:

The alleged employee did not attend the inquiry proceedings, despite prior communication. The Inquiry was closed after confirming with the attending parties that they had full opportunity to present witnesses and evidence, and that nothing else was to be presented.

Observations:

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

1. **Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: The employee failed to respond to any of the notices or appear at the inquiry meeting. Based on the evidence submitted against the allegation of Fraud, it proves that the employee has committed financial fraud."
Conclusion: Yes
2. **Member Id:** SF0015698 **Name:** Omkar Namdev **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: This is actual fraud that's why he is not responding to SCN , Pls terminate to him
Conclusion: Yes
3. **Member Id:** SF0073747 **Name:** Pramod Kumar Cherukat **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: The employee is not responding to communications and it is clear that he has done fraud. So, needs to be terminated.
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. Rahul Rajput has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 09/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 15/05/2025.

Inquiry Committee / Officer

Date: 22/06/2025

Annexures

- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 2 \(Notice of Inquiry \)](#)
- [Annexure - 4 \(Suspension Letter \)](#)