



## SPANDANA

Date: 21/05/2025

### **EX-PARTE INQUIRY REPORT**

#### **Background:**

This is with reference to the case registered on 04/04/2025, under Financial misconduct, with allegations of Financial Misappropriation & Absconding against Mr./Ms./Mrs. **Lokendra Singh**, bearing the Emp. ID - SF0091110. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 07/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 21/04/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

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

On the 06/05/2025 (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 01/04/2025 from Mr./Ms./Mrs. Ranjeet Kumar SF0071776 Associate Vice President, it was informed to the management that Mr./Ms./Mrs. Lokendra Singh SF0091110 Credit Assistant allegedly committed misconduct under Financial Misappropriation & Absconding on 01/04/2025. The complaint mail is attached as **Annexure -III**.

Employee has not responded to the Show Cause Notice issued.

And then presented the alleged employee's reply to the Detailed Show Cause Notice via letter dated 02/05/2025, 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: No evidence files found.

Fraud Investigation Files: No Fraud Investigation evidence is presented, as this case may not require such an investigation.

Thereafter, an opportunity was given to Mr./Ms./Mrs. Lokendra Singh 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:** SF0074699 **Name:** Ajay Gautam **Department:** Operations  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Employee Not responding also not present at inquiry  
**Conclusion:** Yes
2. **Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Mr. Lokendra Singh involved in Financial Misappropriation & Absconding from the branch. He has involved in the recovery misappropriation of Rs 2240/- as per the preliminary investigation. During the investigation, it was observed that Lokendra Singh/SF0091110 embezzled in the EMI amount, misappropriation of multiple borrowers from multiple centres. He was absconded on 17-Mar-25. Total Fraud amount is Rs. -42290/-. The alleged employee involved in the investigation of financial embezzlement has not participated in any of the proceedings. The employee has failed to respond to calls and messages sent to the registered number. Further, he is already terminated due to abandonment. The ZDAC Member concluded from the absence of the employee that the employee was indeed involved in financial embezzlement and recommended closing the case at level 1-Closed with Termination.  
**Conclusion:** Yes
3. **Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** L1 level misconduct  
**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. Lokendra Singh has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 07/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 21/04/2025.**

Inquiry Committee / Officer

Date: 21/05/2025

## **Annexures**

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