



SPANDANA

Date: 19/05/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 06/05/2025, under Non-Financial misconduct, with allegations of Consumption of alcohol on duty/entering office premises in an inebriated state against Mr./Ms./Mrs. **Damanlal Sahu**, bearing the Emp. ID - SF0090951. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

The SCN was issued on 06/05/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 08/05/2025, informing that Mr./Ms./Mrs. Damanlal Sahu, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 09/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 09/05/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Damanlal Sahu (SF0090951 , Credit Assistant)
2. Mr./Ms./Mrs. Rahul Tamrakar (SF0077525 , Deputy Manager)
3. Mr./Ms./Mrs. Saptarshi Sankar Bose (SF0076226 , Associate Vice President)
4. Mr./Ms./Mrs. Shrivastava Deepenedra (SF0002115 , 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 05/05/2025 from Mr./Ms./Mrs. Mukesh Kumar Sonwani SF0043491 Branch Manager, it was informed to the management that Mr./Ms./Mrs. Damanlal Sahu SF0090951 Credit Assistant allegedly committed misconduct under Consumption of alcohol on duty/entering office premises in an inebriated state on 05/05/2025. The complaint mail is attached as **Annexure -III.**

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 06/05/2025, 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. [1746518926606_Need to Lodged Complain againse Mr. Damana lal SF0090951.msg](#)

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. Damanlal Sahu to verify/examine the witness/evidence in their defense.

Submissions from Alleged Employee:

Mr./Ms./Mrs. Damanlal Sahu 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:** SF0077525 **Name:** Rahul Tamrakar **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Employee in his written statement accepting that while returning to branch from home, he reported to branch in Drunken state and also accepting that this is not the first time that he came to branch in drunken state.
Conclusion: Yes
- Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Staff present at the branch after consumed alcohol and also violated the Code of Conduct.
Conclusion: Yes
- Member Id:** SF0002115 **Name:** Shrivastava Deepenedra **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Consuming alcohol in working hours
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. Damanlal Sahu has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 06/05/2025.

Inquiry Committee / Officer

Date: 19/05/2025

Annexures

- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 2 \(Notice of Inquiry \)](#)
- [Annexure - 5 \(SCN Reply \)](#)
- [Annexure - 6 \(NOI Employee Response \)](#)