



# SPANDANA

Date: 09/09/2025

## INQUIRY REPORT

### **Background:**

This is with reference to the case registered on 09/05/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Chandan Kumar Singh**, bearing the Emp. ID - SF0056162. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 14/05/2025 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 03/06/2025, informing that Mr./Ms./Mrs. Chandan Kumar Singh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 04/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 04/06/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Chandan Kumar Singh ( SF0056162 , Branch Quality Manager)
2. Mr./Ms./Mrs. Dalpreet Kaur ( SF0077378 , Deputy Manager)
3. Mr./Ms./Mrs. Rohan Mukherjee ( SF0074701 , Senior Vice President)
4. Mr./Ms./Mrs. Saptarshi Sankar Bose ( SF0076226 , Associate 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 09/05/2025 from Mr./Ms./Mrs. Tapas Roy SF0068949 State Auditor, it was informed to the management that Mr./Ms./Mrs. Chandan Kumar Singh SF0056162 Branch Quality Manager allegedly committed misconduct under Collection Misappropriation on 08/08/2024. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 14/05/2025 was issued to Alleged Employee Chandan Kumar Singh against the alleged charges. After that, considering that Mr./Ms./Mrs. Chandan Kumar Singh'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 12/05/2025. A copy of the same is attached as **Annexure -IV**.

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 15/05/2025, 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. [1746788185139\\_FW EMIPre-closeMisappropriation Panki\\_JH3088 .msg](#)

Fraud Investigation Files:

1. [1747225030813\\_Evidence.rar](#)

1. [1747225030813\\_SSFL Fraud Investigation Report - Panki \(JH3088\) - Chandan Kumar Singh.xlsx](#)

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

### **Submissions from Alleged Employee:**

Mr./Ms./Mrs. Chandan Kumar Singh 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.

1. **Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Was not able to submit any evidence  
**Conclusion:** Yes
2. **Member Id:** SF0074701 **Name:** Rohan Mukherjee **Department:** Operations  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Warning Letter to be issued.  
**Conclusion:** Yes
3. **Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** During DAC staff does not accept this misappropriation, whereas staff submitted a borrower written statement against EX-BM, that he collects that amount. But this had not informed earlier and also, we do not able to collect any statement from that EX-Branch Manager and no complaints had register against of that Branch Manager. So, committee decides to Be Warning, for this misconduct and also ask to deposit this amount.  
**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 while there is no adequate evidence to support that Mr./Ms./Mrs. Chandan Kumar Singh violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 14/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 15/05/2025, there was a process deviation in the case.**

Inquiry Committee / Officer

Date: 09/09/2025

### **Annexures**

- [Annexure - 1 \( Show Cause Notice \)](#)
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- [Annexure - 2 \( Notice of Inquiry \)](#)
- [Annexure - 4 \( Suspension Letter \)](#)
- [Annexure - 5 \( SCN Reply \)](#)