



SPANDANA

Date: 07/07/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 10/05/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Archana Kumari**, bearing the Emp. ID - SF0079503. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 19/05/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 21/05/2025. (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. Archana Kumari, 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. Archana Kumari (SF0079503 , Credit Assistant)
2. Mr./Ms./Mrs. Mohit Kishore Prasad (SF0071589 , Deputy Vice President)
3. Mr./Ms./Mrs. Vipin Yadav (SF0071928 , Senior Vice President)
4. Mr./Ms./Mrs. Arvind Kumar Maurya (SF0076555 , 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. Shailesh Pandey SF0038602 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Archana Kumari SF0079503 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 26/12/2024. 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 20/05/2025, which is attached as **Annexure - V**.

And then presented the alleged employee's reply to the Detailed Show Cause Notice via letter dated 28/05/2025, 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. [1746854041368_1 RE_staff fraud Archana Chourasia sf0079503 .msg](#)

1. [1746854041368_Re_staff fraud Archana Chourasia sf0079503 .msg](#)

Fraud Investigation Files:

1. [1747715564017_Evidence.zip](#)

1. [1747715564017_Fraud Investigation Report UP Hata UP3273.xlsx](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Archana Kumari presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Archana Kumari stated : **"she already paid the amount and joined in other company. No fraud found against her"**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Archana Kumari during the proceedings is included as **Annexure -VI**.

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:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: Staff is inactive and amount is recovered
Conclusion: Yes
- Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: ok as per enquiry done
Conclusion: Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: As per NOI, she said that she updated these EMIs in some other borrowers. although the amount was recovered from her.
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 no adequate evidence to support that Mr./Ms./Mrs. Archana Kumari, has violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 19/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 21/05/2025.

Inquiry Committee / Officer

Date: 07/07/2025

Annexures

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