



SPANDANA

Date: 06/09/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 12/05/2025, under Non-Financial misconduct, with allegations of Habitual neglect of work against Mr./Ms./Mrs. **Dharmendra Singh**, bearing the Emp. ID - SF0084551. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: The SCN was issued on 13/05/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 25/05/2025, informing that Mr./Ms./Mrs. Dharmendra Singh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 26/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 26/05/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Dharmendra Singh (SF0084551 , Branch Manager)
2. Mr./Ms./Mrs. Arvind Kumar Maurya (SF0076555 , Associate Vice President)
3. Mr./Ms./Mrs. Mohit Kishore Prasad (SF0071589 , Deputy Vice President)
4. Mr./Ms./Mrs. Suresh Kumar Yadav (SF0080719 , 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 11/05/2025 from Mr./Ms./Mrs. Sharvan Kumar Yadav SF0089537 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Dharmendra Singh SF0084551 Branch Manager allegedly committed misconduct under Habitual neglect of work on 10/05/2025. The complaint mail is attached as **Annexure -III**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 14/05/2025, 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. [1747034312426_Work Neglennncy.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. Dharmendra Singh to verify/examine the witness/evidence in their defense.

Submissions from Alleged Employee:

Mr./Ms./Mrs. Dharmendra 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.

- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: WL to be issued - Do not repeat it in the future.
Conclusion: Yes
- Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: warning letter and counselling
Conclusion: Yes
- Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: Serious negligence of work
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. Dharmendra Singh violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 13/05/2025, there was a process deviation in the case.

Inquiry Committee / Officer

Date: 06/09/2025

Annexures

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