



SPANDANA

Date: 07/07/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 13/05/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Vishnu Raidas**, bearing the Emp. ID - SF0087601. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 15/05/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 23/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 09/06/2025, informing that Mr./Ms./Mrs. Vishnu Raidas, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 10/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 10/06/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Vishnu Raidas (SF0087601 , Branch Quality 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 13/05/2025 from Mr./Ms./Mrs. Tinku Singh Rathord SF0089731 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Vishnu Raidas SF0087601 Branch Quality Manager allegedly committed misconduct under Collection Misappropriation on 02/05/2025. 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 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. [1747130988588_collection recived but not input in fimo dugarpur 1.msg](#)

1. [1747130988588_FIMO.png](#)

Fraud Investigation Files:

1. [1747706551872_Fraud Investigation Report RJ_Dungarpur-1 RJ2935 \(Complaint No-FN25-26-00590\).xlsx](#)

1. [1747706551872_Evidence RJ_Dungarpur-1 RJ2935 \(Complaint No-FN25-26-00590\).zip](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Vishnu Raidas 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: Warning Letter
Conclusion: Yes
- Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: amount recovered and he informed his managers that amount is with him and due to leave he did not post in FIMO. Case can be closed with warning letter
Conclusion: Yes
- Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: unintentional issue during ZDAC
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. Vishnu Raidas violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 15/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 23/05/2025, there was a process deviation in the case.

Inquiry Committee / Officer

Date: 07/07/2025

Annexures

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