



## SPANDANA

Date: 06/09/2025

### **EX-PARTE INQUIRY REPORT**

#### **Background:**

This is with reference to the case registered on 16/05/2025, under Non-Financial misconduct, with allegations of Process lapse 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 19/05/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 16/06/2025, 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 18/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 18/06/2025 (Inquiry date), I/we along with other committee members were present; however, the alleged employee was not present for the Inquiry.

#### **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 15/05/2025 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 Process lapse on 15/05/2025. The complaint mail is attached as **Annexure -III**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 19/05/2025, 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. [1747372101082\\_TA Regarding Complaints.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:**

The alleged employee did not attend the inquiry proceedings, despite prior communication. The Inquiry was closed after confirming with the attending parties that they had full opportunity to present witnesses and evidence, and that nothing else was to be presented.

### **Observations:**

Observations of the inquiry committee/officers based on the evidence produced/submitted by the alleged employee and/or complainant.

1. **Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Warning letter and strict monitoring if he repeats this again then strict action will be taken against him.  
**Conclusion:** Yes
2. **Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** As per the discussion with the employee and DAC member, advise not to repeat the same again in the future. This case should be closed with a Warning Letter.  
**Conclusion:** Yes
3. **Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Process lapses  
**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 19/05/2025, there was a process deviation in the case.**

Inquiry Committee / Officer

Date: 06/09/2025

### **Annexures**

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