



SPANDANA

Date: 06/09/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 21/05/2025, under Financial misconduct, with allegations of Collection Misappropriation 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: Initial SCN dated 23/05/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 02/06/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 24/06/2025, 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 25/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 25/06/2025 (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. Mohit Kishore Prasad (SF0071589 , Deputy Vice President)
3. Mr./Ms./Mrs. Suresh Kumar Yadav (SF0080719 , 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 21/05/2025 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 Collection Misappropriation on 10/04/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 23/05/2025 was issued to Alleged Employee Dharmendra Singh against the alleged charges. After that, considering that Mr./Ms./Mrs. Dharmendra 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 23/05/2025. A copy of the same is attached as **Annexure -IV**.

And also then presented the alleged employee's reply to the Show Cause Notice via letter dated 23/05/2025, which is attached as **Annexure - V**.

Employee has not responded to the Detailed Show Cause Notice issued.

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: No evidence files found.

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:

Mr./Ms./Mrs. Dharmendra Singh stated : **"drop charge against complaint collected EMI amount of total Rs.560/- on 10th April-2025 from the Borrower- Komal Devi for Loan No- 358882012, which were not posted in FIMO nor submitted at the branch."**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Dharmendra Singh 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: case was taken back by CM. No fraud amount deducted and this case to be closed as drop charge.
Conclusion: Yes
- Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: clients do not meet to audit fraud not proof
Conclusion: Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: No fraud
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. Dharmendra Singh, has violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 23/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 02/06/2025.

Inquiry Committee / Officer

Date: 06/09/2025

Annexures

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