



SPANDANA

Date: 06/09/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 28/05/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Prashant Singh**, bearing the Emp. ID - SF0088682. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 31/05/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 12/06/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 17/06/2025, informing that Mr./Ms./Mrs. Prashant 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 27/05/2025 from Mr./Ms./Mrs. Rakesh Kumar Yadav SF0098081 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Prashant Singh SF0088682 Branch Quality Manager allegedly committed misconduct under Pre-closure Misappropriation on 16/11/2024. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 31/05/2025 was issued to Alleged Employee Prashant Singh against the alleged charges. After that, considering that Mr./Ms./Mrs. Prashant 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 18/06/2025. A copy of the same is attached as **Annexure -IV**.

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 16/06/2025, 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. [1748410943645_Customer_Sub-Ledger.xls](#)

1. [1748410943645_Pre-Close Issue.msg](#)

Fraud Investigation Files:

1. [1749695279569_Fraud Investigation Report UP Nautanwa-UP3277 \(Complaint No. FN25-26-00783\).xlsx](#)

1. [1749695279569_UP Nautanwa-UP3277 \(Complaint No. FN25-26-00783\).zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Prashant 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:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Recommended for L1. Based on the evidence submitted against the allegation of Fraud, it proves that the employee has committed financial fraud. Amount to be recovered, if any.
Conclusion: Yes
2. **Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Level 1 misconduct for Collected 01 Pre-close of total amount Rs.17,080/- on 16th November-2024 from the Borrower- Shreemanti for Loan No- 352006827, which were not Posted in FIMO nor submitted at the branch.
Conclusion: Yes
3. **Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: ok as per the enquiry done
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 adequate evidence to support the charges, and Mr./Ms./Mrs. Prashant Singh has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 31/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 12/06/2025.

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 \(SCN Reply \)](#)