



## SPANDANA

Date: 07/07/2025

### **INQUIRY REPORT**

#### **Background:**

This is with reference to the case registered on 29/05/2025, under Financial misconduct, with allegations of Shortage of Cash against Mr./Ms./Mrs. **Munna Kumarjaiswal**, bearing the Emp. ID - SF0063601. 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 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 17/06/2025, informing that Mr./Ms./Mrs. Munna Kumarjaiswal, 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), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Munna Kumarjaiswal ( SF0063601 , Branch Quality Manager)
2. Mr./Ms./Mrs. Mohit Kishore Prasad ( SF0071589 , Deputy Vice President)
3. Mr./Ms./Mrs. Vipin Yadav ( SF0071928 , 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 29/05/2025 from Mr./Ms./Mrs. Kapil Gautam SF0045142 Senior Executive, it was informed to the management that Mr./Ms./Mrs. Munna Kumarjaiswal SF0063601 Branch Quality Manager allegedly committed misconduct under Shortage of Cash on 15/05/2025. 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 10/06/2025, 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. [1748515923567\\_Financial Fraud \(Cash closing Short\)\\_UP TamkuhiRaj-UP3873.msg](#)

Fraud Investigation Files:

1. [1748844353693\\_Fraud Investigation Report UP Tamkuhiraj UP3873 \(Complanit No.FN25-26-00822\).xlsx](#)

1. [1748844353693\\_Evidence UP Tamkuhiraj UP3873 \(Complanit No.FN25-26-00822\).zip](#)

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

## **Submissions from Alleged Employee:**

Mr./Ms./Mrs. Munna Kumarjaiswal presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Munna Kumarjaiswal stated : **"I, Munna Kumar Jaiswal (SF0063601), have been working at Spandana Sphoorty Financial Limited since 18/02/2022. Currently, I am posted at the Tamkuhiraj branch as BQM. On 30/05/2025, due to an IT issue, the cash in FIMO and the physical cash were not tallying. I had already informed the accounts team about this issue via email. After the FIMO and physical cash were tallied on 29/05/2025, the amount of ₹9,540 was deposited on 30/05/2025. Therefore, I respectfully request you to kindly excuse this mistake. I assure you that such an error will not happen again in the future. "**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Munna Kumarjaiswal 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:** Amount tallied same day and no fraud found  
**Conclusion:** Yes
- Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations  
**Decision:** Drop Charges **Committee type:** CommitteeMembers  
**Observation:** drop charges  
**Conclusion:** Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit  
**Decision:** Drop Charges **Committee type:** CommitteeMembers  
**Observation:** IT issues it not misappropriation.  
**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. Munna Kumarjaiswal, has violated Company's rules and is not 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 02/06/2025.**

Inquiry Committee / Officer

Date: 07/07/2025

## **Annexures**

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