



## SPANDANA

Date: 03/05/2025

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

#### **Background:**

This is with reference to the case registered on 04/04/2025, under Non-Financial misconduct, with allegations of Consumption of alcohol on duty/entering office premises in an inebriated state, Abusive behaviour against Mr./Ms./Mrs. **Prabir Kumar Naik**, bearing the Emp. ID - SF0095254. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

The SCN was issued on 05/04/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 14/04/2025, informing that Mr./Ms./Mrs. Prabir Kumar Naik, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 15/04/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 15/04/2025 (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 02/04/2025 from Mr./Ms./Mrs. Nrusingha Charan Parida SF0093635 Branch Manager, it was informed to the management that Mr./Ms./Mrs. Prabir Kumar Naik SF0095254 Credit Assistant allegedly committed misconduct under Consumption of alcohol on duty/entering office premises in an inebriated state, Abusive behaviour on 02/04/2025. The complaint mail is attached as **Annexure -III**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 09/04/2025, 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. [1743663544984\\_RE Regarding Staff misbehave with senior..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. Prabir Kumar Naik 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.

- Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** During the recent ZIC meeting, several serious allegations were raised by Cluster Manager Mr. Sahil Kumar Pradhan against Mr. Prabir Kumar Naik, an employee at the branch. Mr. Naik was absent from duty without authorization on 31st March 2025 and reported to the branch on 2nd April 2025. Upon his return, it was observed that he was under the influence of alcohol during working hours. In accordance with company protocol, the branch team did not permit him to enter the premises. Following this, the alleged employee, along with his relatives, engaged in inappropriate behavior and used offensive language towards his supervisor and branch staff when denied entry. It was further discovered that Mr. Naik had been contacting borrowers directly, instructing them to pay their EMI amounts to him personally rather than depositing them at the branch. He also assured borrowers of loan approvals in exchange for these payments. Some borrowers subsequently made payments directly to Prabir. Upon learning of these activities, the branch team filed a formal complaint with the local police. Following an investigation, the alleged employee was apprehended and, in the presence of Police and our Branch Team, provided a written undertaking admitting to the misconduct. He also agreed to return all amounts collected from borrowers and has since repaid the full sum. Given the gravity of these violations—including unauthorized absence, reporting to work under the influence of alcohol, inappropriate conduct towards supervisors, and serious breaches of ethical and financial protocols—Since the alleged employee did not appear for the inquiry, so based on evidence produced by the Business team, it can be hereby concluded that there is adequate evidence to support that the alleged against employee. Further ZDAC discussed to taken action for Terminate due to he has been found guilty and was violated Company's rules.  
**Conclusion:** Yes
- Member Id:** SF0070624 **Name:** Sanjaya Kumar Sahoo **Department:** Operations  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Due to Influence member for personal collected money and mis language use to Supervisor  
**Conclusion:** Yes
- Member Id:** SF0043187 **Name:** Suryakanta Sathuamahapatra **Department:** Internal Audit  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Termination  
**Conclusion:** No

## **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. Prabir Kumar Naik has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 05/04/2025.**

Inquiry Committee / Officer

Date: 03/05/2025

## **Annexures**

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