



SPANDANA

Date: 05/07/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 08/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Gudavalli Sai sampath kumar**, bearing the Emp. ID - SF0069586. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 11/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 05/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 28/05/2025, informing that Mr./Ms./Mrs. Gudavalli Sai sampath kumar, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 28/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 28/05/2025 (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 07/04/2025 from Mr./Ms./Mrs. Ashwin Kumar Nanduri SF0072406 State Auditor, it was informed to the management that Mr./Ms./Mrs. Gudavalli Sai sampath kumar SF0069586 Branch Quality Manager allegedly committed misconduct under Collection Misappropriation on 07/10/2024. The complaint mail is attached as **Annexure -III**.

Employee has not responded to the Show Cause Notice issued.

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:

1. [1744090993777_RE_Staff Fraud Observations - Gudivada Branch - APGL0060.msg](#)

Fraud Investigation Files:

1. [1746420918234_Gudivada-1 Fraud Report.pdf](#)
1. [1746420918234_Gudivada-1 Fraud Report.xlsx](#)
1. [1746420918234_Subledgers.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Gudavalli Sai sampath kumar 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:** SF0070812 **Name:** Nageswara Rao Bodapally **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: During the enquiry he was very confident on issue and he clearly explained the issue so we convince their arguments and give warning letter for him
Conclusion: Yes
2. **Member Id:** SF0072406 **Name:** Ashwin Kumar Nanduri **Department:** Internal Audit
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: The amount to be repaid by the employee has not been deposited into the company's account. The employee has shared cash receipts and a denomination register, indicating that he handed over the collected amount to the cashier. Unfortunately, the cashier who was handling transactions at that time has since been terminated. The employee has been instructed to submit the cash. Due to Negligence, to be issued Warning Letter.
Conclusion: Yes
3. **Member Id:** SF0091077 **Name:** Shivaraj MH **Department:** Human Resource
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: The collection amount of customer has not been deposited into the company's account. The employee has shared cash receipts and a denomination register, indicating that he handed over the collected amount to the cashier. Unfortunately, the cashier who was handling transactions at that time has since been terminated. The employee has been instructed to submit the cash. Due to Negligence, to be issued Warning Letter.
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. Gudavalli Sai sampath kumar violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 11/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 05/05/2025, there was a process deviation in the case.

Inquiry Committee / Officer

Date: 05/07/2025

Annexures

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