



SPANDANA

Date: 23/09/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 06/06/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Sanni Kumar**, bearing the Emp. ID - SF0091921. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: The Detailed Show Cause Notice (DSCN) was issued on 05/07/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 06/08/2025, informing that Mr./Ms./Mrs. Sanni Kumar, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 06/08/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 06/08/2025 (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 06/06/2025 from Mr./Ms./Mrs. Rajesh Kumar Jha SF0039868 State Auditor, it was informed to the management that Mr./Ms./Mrs. Sanni Kumar SF0091921 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 07/05/2025. The complaint mail is attached as **Annexure -III**.

Employee has not responded to the 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. [1749203861535_Fw_Fraud_observation_Mokama_Patna_Bihar.msg](#)

Fraud Investigation Files:

1. [1751631839127_4_Fraud_Investigation_Report-Mokama_Branch\(BH2886\)\(00915\)\(1\).xlsx](#)

1. [1751631839127_Fraud_Evidence-Mokama_Branch\(BH2886\)\(1\).zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Sanni 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:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Staff exited from the company and now inactive in HRMS
Conclusion: Yes
2. **Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Staff Fraud identified and reported with evidence, whereas staff already exit.
Conclusion: Yes
3. **Member Id:** SF0062081 **Name:** Saket Nath Thakur **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Termination
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. Sanni Kumar has violated Company's rules and is guilty of the charges mentioned under the said category in the Detailed Show Cause Notice (DSCN) issued on 05/07/2025.

Inquiry Committee / Officer

Date: 23/09/2025

Annexures

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