



SPANDANA

Date: 21/06/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 08/04/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Atul Tripathi**, bearing the Emp. ID - SF0084534. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

Initial SCN dated 10/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 02/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 03/06/2025, informing that Mr./Ms./Mrs. Atul Tripathi, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 04/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 04/06/2025 (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 07/04/2025 from Mr./Ms./Mrs. Kapil Gautam SF0045142 Senior Executive, it was informed to the management that Mr./Ms./Mrs. Atul Tripathi SF0084534 Credit Assistant allegedly committed misconduct under Pre-closure Misappropriation on 03/12/2024. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 10/04/2025 was issued to Alleged Employee Atul Tripathi against the alleged charges. After that, considering that Mr./Ms./Mrs. Atul Tripathi'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 10/04/2025. 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 08/05/2025, 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. [1744090993777_Financial Fraud \(Pre-close\) Basti_UP3365 Branch .msg](#)

Fraud Investigation Files:

1. [1746071757675_Evidence.zip](#)

1. [1746071757675_Fraud Investigation Report UP Basti UP3365.xlsx](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Atul Tripathi 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:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: reclosure and Installment Fraud by LO Atul Tripathi /SF0084534 -: 1. Preclosure Fraud: - LO Atul Tripathi processed the preclosure of 5 borrowers for a total amount of Rs. 86174/- - However, he only updated Rs. 30860/- in the system. - The remaining amount of Rs. 55314 /- was not updated. 2. Installment Fraud: - LO Atul Tripathi collected an installment payment of Rs. 10119 /- from 1 borrower. - This amount was not updated in the system.
Conclusion: Yes
- Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: L1 misconduct so termination
Conclusion: Yes
- Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: L1 MISCONDUCT DONE BY HIM AND PROVED BY THE AUDIT TEAM
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. Atul Tripathi has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 10/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 02/05/2025.

Inquiry Committee / Officer

Date: 21/06/2025

Annexures

- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 2 \(Notice of Inquiry \)](#)
- [Annexure - 4 \(Suspension Letter \)](#)