



SPANDANA

Date: 30/05/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 08/04/2025, under Non-Financial misconduct, with allegations of Process lapse, Supervisory Failure, Policy Violation against Code of Conduct against Mr./Ms./Mrs. **Arijit Das**, bearing the Emp. ID - SF0076844. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

The SCN was issued on 08/04/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 23/04/2025, informing that Mr./Ms./Mrs. Arijit Das, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 25/04/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 25/04/2025 (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 07/04/2025 from Mr./Ms./Mrs. Dibyendu Bhattacharyaya SF0077526 Deputy Manager, it was informed to the management that Mr./Ms./Mrs. Arijit Das SF0076844 Branch Manager allegedly committed misconduct under Process lapse, Supervisory Failure, Policy Violation against Code of Conduct on 05/04/2025. 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. [1744102972230_FW Field Branch Observation at Malda Branch..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. Arijit Das 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:** SF0077526 **Name:** Dibyendu Bhattacharyaya **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: The alleged employee did not attend the inquiry. So, the committee members decided to close this case with an ex parte enquiry. On the other hand, as the alleged employee did not submit any explanation on SCN nor attend the inquiry. So, it is proven that the alleged employee is guilty.
Conclusion: Yes
2. **Member Id:** SF0074701 **Name:** Rohan Mukherjee **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: During inquiry procedure it has been observed that the alleged employee did not provide any explanation on SCN also did not attend for inquiry. So, committee member conducts the enquiry with ex parte and proven as guilty.
Conclusion: Yes
3. **Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Not joined the Call after several reminders
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. Arijit Das has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 08/04/2025.

Inquiry Committee / Officer

Date: 30/05/2025

Annexures

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