



## SPANDANA

Date: 27/11/2025

### INQUIRY REPORT

#### **Background:**

This is with reference to the case registered on 09/06/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Subrata Mondal**, bearing the Emp. ID - SF0041342. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 14/06/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 24/06/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 14/08/2025, informing that Mr./Ms./Mrs. Subrata Mondal, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 18/08/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 18/08/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Subrata Mondal ( SF0041342 , Branch Manager)
2. Mr./Ms./Mrs. Arvind Kumar Maurya ( SF0076555 , Associate Vice President)
3. Mr./Ms./Mrs. Dalpreet Kaur ( SF0077378 , Manager)
4. Mr./Ms./Mrs. Rohan Mukherjee ( SF0074701 , Senior Vice President)

#### **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 09/06/2025 from Mr./Ms./Mrs. Tapas Roy SF0068949 Manager, it was informed to the management that Mr./Ms./Mrs. Subrata Mondal SF0041342 Branch Manager allegedly committed misconduct under Pre-closure Misappropriation on 05/07/2024. The complaint mail is attached as **Annexure -III**.

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 24/06/2025, 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. [1749470633560\\_RE 77762 OD Issue - Preclosed Loan still OD showing Loan id 351396340355794155.msg](#)

Fraud Investigation Files:

1. [1750747915650\\_Evidence..zip](#)

1. [1750747915650\\_SSFL Fraud Investigation Report Sonamukhi \(WB2798\) Subrata Mondal.xlsx](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Subrata Mondal to verify/examine the witness/evidence in their defense.

#### **Submissions from Alleged Employee:**

Mr./Ms./Mrs. Subrata Mondal presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Subrata Mondal stated : **"As per the alleged employee statement, he did not issue the pay slip for the pre-closer amount to the said customer (ANIMA BANERJEE/351396340 & 355794155). The signature in the pay slip id not done by him. So he is denying the allegation. On the other hand, the committee members observed that the alleged employee does not have any tracking on payslips, who is issuing and to whom. So, their recommendation is to close this case with a warning letter."**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Subrata Mondal during the proceedings is included as **Annexure -VI**.

The inquiry was closed after confirming with all parties that they had full opportunity to present witnesses and evidence, and to examine and cross-examine, with nothing else to be presented in the Inquiry.

### **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:** As we all 3 DAC members have not come into one conclusion the case refers to HO - CDAC.  
**Conclusion:** Yes
- Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** During ZIC it was being confirmed that the borrower has given a complaint against the alleged employee. As per verification and evidences submitted, the borrower has made the payment at branch and was given a receipt for pre-closure of amount but the alleged employee said that he has not received the amount and has denied that it was not his signature. After reverification from audit team and based on facts it can be concluded that there was some lapse from alleged employee and case to be closed with warning.  
**Conclusion:** Yes
- Member Id:** SF0074701 **Name:** Rohan Mukherjee **Department:** Operations  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Lack of evidence appeared during the ZDAC, no clear proof was established & neither committee members could cancel out any evidence provided by alleged employee. Neither the signature was proven to be of the alleged employee nor the alleged employees' statements could be ignored completely. Moreover, as the case was dragged out for too long. Hence coming to the near most decision.  
**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. Subrata Mondal has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 14/06/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 24/06/2025.**

Inquiry Committee / Officer

Date: 27/11/2025

### **Annexures**

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