

## **INQUIRY REPORT**

### **Background:**

This is with reference to the case registered on 16/06/2025, under Non-Financial misconduct, with allegations of Habitual neglect of work against Mr./Ms./Mrs. **Ramkumar Manohar Ahirwar**, bearing the Emp. ID - SF0059088. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: The SCN was issued on 17/06/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 20/06/2025, informing that Mr./Ms./Mrs. Ramkumar Manohar Ahirwar, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 23/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 23/06/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Ramkumar Manohar Ahirwar ( SF0059088 , Branch Quality Manager)
2. Mr./Ms./Mrs. Pramod Kumar Cherukat ( SF0073747 , Senior Manager)
3. Mr./Ms./Mrs. Arvind Kumar Maurya ( SF0076555 , Associate Vice President)
4. Mr./Ms./Mrs. Omkar Namdev ( SF0015698 , 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 16/06/2025 from Mr./Ms./Mrs. Deepak Singh Thakur SF0029181 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Ramkumar Manohar Ahirwar SF0059088 Branch Quality Manager allegedly committed misconduct under Habitual neglect of work on 15/06/2025. The complaint mail is attached as **Annexure -III**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 19/06/2025, 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: No evidence files found.

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. Ramkumar Manohar Ahirwar to verify/examine the witness/evidence in their defense.

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

Mr./Ms./Mrs. Ramkumar Manohar Ahirwar presented their defense statement and evidence as follows:

The alleged employee stated that the allegations charged on him/her are true.

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.

1. **Member Id:** SF0073747 **Name:** Pramod Kumar Cherukat **Department:** Human Resource  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Close with Warning Letter.  
**Conclusion:** Yes
2. **Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** As per the discussion with the employee and DAC member, advise against repeating the same action in the future. This case should be closed with a Warning Letter. KEY REPLACEMENT COST TO BE RECOVERED FROM EMPLOYEE  
**Conclusion:** Yes
3. **Member Id:** SF0015698 **Name:** Omkar Namdev **Department:** Operations  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Recover Key cost from concern employee salary and do 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. Ramkumar Manohar Ahirwar violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 17/06/2025, there was a process deviation in the case.**

Inquiry Committee / Officer

Date: 27/06/2025

### **Annexures**

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