



SPANDANA

Date: 07/07/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 09/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Toran Singh**, bearing the Emp. ID - SF0097852. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 03/05/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 26/05/2025. (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. Toran Singh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 03/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 03/06/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Toran Singh (SF0097852 , Senior Credit Assistant)
2. Mr./Ms./Mrs. Mohit Kishore Prasad (SF0071589 , Deputy Vice President)
3. Mr./Ms./Mrs. Vipin Yadav (SF0071928 , Senior Vice President)
4. Mr./Ms./Mrs. Arvind Kumar Maurya (SF0076555 , Associate 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 08/04/2025 from Mr./Ms./Mrs. Digambar SF0073538 Senior Branch Manager, it was informed to the management that Mr./Ms./Mrs. Toran Singh SF0097852 Senior Credit Assistant allegedly committed misconduct under Collection Misappropriation on 01/04/2025. 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 23/05/2025, 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. [1744102972230_Advance amount fimo not input.msg](#)

Fraud Investigation Files:

1. [1748199559435_Evidence.zip](#)
1. [1748199559435_Fraud Investigation Report UP Narsipuram UP3387.xlsx](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Toran Singh presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Toran Singh stated : **"One of Toran Singh's clients Vimlesh had given Toran 4 EMIs to deposit and on the same day 4 Muslim clients demand required so they were not paid thier EWI due to Eid festival. The money of those 4 clients did not come and with many discussion the EWI of one client was paid but the rest were not paid. When Toran told this to his BM Digambar Singh, the BM suggested that Vimlesh's money should be deposited with the money of these 3 clients and when he pays the money then vimlesh money should be deposited in next week. So Toran deposited 1 EMI in the name of Vimlesh and the remaining 3 were deposited in the name of these Muslim clients. The next week Toran was transferred to another branch. The same week when the Muslim client did not pay thier EMI, Toran paid Vimlesh's EMI money from his own pocket and later paid the remaining 2 installments and here the money was transferred to his BM and BQM online. According to ZDAC Toran had no intention to commit fraud and whatever money he transferred was done on the advice of his BM and he admitted his mistake and has no previous record of fraud, so close with warning "**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Toran Singh 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.

- 1. Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: According to ZDAC Toran had no intention to commit fraud and whatever money he transferred was done on the advice of his BM and he admitted his mistake and has no previous record of fraud, so close with warning.
Conclusion: Yes
- 2. Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: ok as per the enquiry done
Conclusion: Yes
- 3. Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: No fraud Staff not agreed but ready to pay
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. Toran Singh violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 03/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 26/05/2025, there was a process deviation in the case.

Inquiry Committee / Officer

Date: 07/07/2025

Annexures

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