



SPANDANA

Date: 13/10/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 08/07/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Km Sumitra Gautam**, bearing the Emp. ID - SF0079927. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 09/07/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 16/07/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 24/07/2025, informing that Mr./Ms./Mrs. Km Sumitra Gautam, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 25/07/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 25/07/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Km Sumitra Gautam (SF0079927 , Branch Quality Manager)
2. Mr./Ms./Mrs. Mohit Kishore Prasad (SF0071589 , Deputy Vice President)
3. Mr./Ms./Mrs. Arvind Kumar Maurya (SF0076555 , Associate Vice President)
4. Mr./Ms./Mrs. Vipin Yadav (SF0071928 , 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 08/07/2025 from Mr./Ms./Mrs. Sita Ram Sharma SF0079478 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Km Sumitra Gautam SF0079927 Branch Quality Manager allegedly committed misconduct under Collection Misappropriation on 07/03/2024. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 09/07/2025 was issued to Alleged Employee Km Sumitra Gautam against the alleged charges. After that, considering that Mr./Ms./Mrs. Km Sumitra Gautam'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 25/07/2025. 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 23/07/2025, 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. [1751976067226_1000562128.jpg](#)
1. [1751976067226_1000562129.jpg](#)
1. [1751976067226_Customer_Sub-Ledger.xls](#)
1. [1751976067226_Re_EMI NOT INPUT .msg](#)

Fraud Investigation Files:

1. [1752575143658_Fraud Investigation Report UP Bhadohi UP3418 \(Complaint Number-FN25-26-01291\).xlsx](#)
1. [1752575143658_Evidence UP Bhadohi UP3418 \(Complaint Number-FN25-26-01291\).zip](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Km Sumitra Gautam presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Km Sumitra Gautam stated : **"Km Sumitra Gautam/SF0079927 has been involved in financial misappropriation. She collected an amount from the borrower but the same was not posted in the FIMO. Fraud Amount of Rs. 7,440/-, Recovered amount was 720/- and to be recovered amount is 6,720/- As well as she involved in the case of uploading fake nominee bank passbook in the FIMO (Death Case), and reimbursement amount collected from the concerned person and use this amount to post the EMI to another borrower, however, she did not share the borrower-wise details. These actions are in clear violation of the company's code of conduct and ethical standards. This misconduct is the breach of trust and recommend for termination."**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Km Sumitra Gautam 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: Termination **Committee type:** CommitteeMembers
Observation: Km Sumitra Gautam/SF0079927 has been involved in financial misappropriation. She collected an amount from the borrower but the same was not posted in the FIMO. Fraud Amount of Rs. 7,440/-, Recovered amount was 720/- and to be recovered amount is 6,720/- As well as she involved in the case of uploading fake nominee bank passbook in the FIMO (Death Case), and reimbursement amount collected from the concerned person and use this amount to post the EMI to another borrower, however, she did not share the borrower-wise details. These actions are in clear violation of the company's code of conduct and ethical standards. This misconduct is the breach of trust and recommend for termination.
Conclusion: Yes
- 2. Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Km Sumitra Gautam/SF0079927 has been involved in financial misappropriation. She collected an amount from the borrower but the same was not posted in the FIMO. Fraud Amount of Rs. 7,440/-, Recovered amount was 720/- and to be recovered amount is 6,720/- As well as she involved in the case of uploading fake nominee bank passbook in the FIMO (Death Case), and reimbursement amount collected from the concerned person and use this amount to post the EMI to another borrower, however, she did not share the borrower-wise details. These actions are in clear violation of the company's code of conduct and ethical standards. This misconduct is the breach of trust and recommend for termination.
Conclusion: Yes
- 3. Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Ok as per the enquiry done by the HR and Audit
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. Km Sumitra Gautam has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 09/07/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 16/07/2025.

Inquiry Committee / Officer

Date: 13/10/2025

Annexures

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

