



# SPANDANA

Date: 10/10/2025

## INQUIRY REPORT

### **Background:**

This is with reference to the case registered on 14/07/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Mukendra Kumar**, bearing the Emp. ID - SF0087478. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

Initial SCN dated 15/07/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 14/08/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 17/09/2025, informing that Mr./Ms./Mrs. Mukendra Kumar, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 18/09/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 18/09/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Mukendra Kumar ( SF0087478 , Branch Manager)
2. Mr./Ms./Mrs. Mohit Kishore Prasad ( SF0071589 , Deputy Vice President)
3. Mr./Ms./Mrs. Saket Nath Thakur ( SF0062081 , Senior Vice President)
4. Mr./Ms./Mrs. Saptarshi Sankar Bose ( SF0076226 , 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 13/07/2025 from Mr./Ms./Mrs. Mukesh Kumar SF0076769 Credit Assistant, it was informed to the management that Mr./Ms./Mrs. Mukendra Kumar SF0087478 Branch Manager allegedly committed misconduct under Pre-closure Misappropriation on 05/02/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 15/07/2025 was issued to Alleged Employee Mukendra Kumar against the alleged charges. After that, considering that Mr./Ms./Mrs. Mukendra Kumar'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 14/07/2025. A copy of the same is attached as **Annexure -IV**.

Employee has not responded to the Show Cause Notice issued.

Employee has not responded to the Detailed 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. [1752474844001\\_Customer\\_Sub-Ledger\\_356283396.xls](#)
1. [1752474844001\\_B\\_M\\_not\\_preclosed\\_posted\\_fimo\\_entry\\_Mukendra\\_kumar\(SF0087478\)\\_Aliganj\\_Branch\(BH3236\)\\_Total Amount-28818\\_- 05th Feb-2025.msg](#)

Fraud Investigation Files:

1. [1755088236904\\_Fraud Investigation Report BH Aliganj Aug 2025.xlsx](#)
1. [1755088236904\\_Fraud Evidence-Aliganj Branch.zip](#)

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

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

Mr./Ms./Mrs. Mukendra Kumar presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Mukendra Kumar stated : **"he apologised that due to mistake he done the wrong entry so committee recommended for warning letter ( HR and Operation) and Audit has recommended for Resignation."**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Mukendra Kumar 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:** It was observed that there was no intentional fraud and complaint has been raised against BM- Mukendra Kumar then Remaining OS amount posted by BM Mukendra Kumar/SF0087478 of Rs-17640 on dated 14/07/2025 to close the loan.(Now OS amount is zero). Also confirmed by SVP that he is good resource and posting issue was reported against him and also he apologised that due to mistake he done the wrong entry so committee recommended for warning letter.  
**Conclusion:** Yes
- 2. Member Id:** SF0062081 **Name:** Saket Nath Thakur **Department:** Operations  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Close with drop charge  
**Conclusion:** Yes
- 3. Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** This case total misappropriation of pre-closure amount of Rs. Rs.26520 /- and staff inputted 5 EMI's. after identification, an amount of Rs.17640 on dated 14/07/2025 to close the loan. Amount is fully recovered. During the discussion observed, staff has no tendency to do the fraud, due to the field adjustment it happened and only ONE borrower is affected. So recommended to give him one chance and issue the warning for this incident.  
**Conclusion:** Yes

### **Inquiry Findings:**

Decision pending.

Inquiry Committee / Officer

Date: 10/10/2025

### **Annexures**

- [Annexure - 1 \( Show Cause Notice \)](#)
- [Annexure - 1 \( Show Cause Notice \)](#)
- [Annexure - 2 \( Notice of Inquiry \)](#)
- [Annexure - 4 \( Suspension Letter \)](#)