



SPANDANA

Date: 22/06/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 11/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Manish Khadav**, bearing the Emp. ID - SF0084236. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 14/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 16/04/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 09/06/2025, informing that Mr./Ms./Mrs. Manish Khadav, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 10/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 10/06/2025 (Inquiry date), I/we along with other committee members were present; however, the alleged employee was not present for the Inquiry.

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 11/04/2025 from Mr./Ms./Mrs. Om Prakash Sharma SF0074401 State Auditor, it was informed to the management that Mr./Ms./Mrs. Manish Khadav SF0084236 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 05/04/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 14/04/2025 was issued to Alleged Employee Manish Khadav against the alleged charges. After that, considering that Mr./Ms./Mrs. Manish Khadav'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 23/04/2025. 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 16/05/2025, 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. [1744353526234_FW_Major Observation RJ Degana RJ3058_.msg](#)

Fraud Investigation Files:

1. [1744632941365_Fraud Investigation Report RJ Degana RJ3058.xlsx](#)
1. [1744632941365_Manish Khadav-SF0084236 Evidance Degana RJ3058.zip](#)

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

Submissions from Alleged Employee:

The alleged employee did not attend the inquiry proceedings, despite prior communication. The Inquiry was closed after confirming with the attending parties that they had full opportunity to present witnesses and evidence, and that nothing else was to be presented.

Observations:

Observations of the inquiry committee/officers based on the evidence produced/submitted by the alleged employee and/or complainant.

- Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Financial fraud
Conclusion: Yes
- Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Level 1 misconduct
Conclusion: Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Dear Team, As per the findings of the Internal Audit (IA) Team during the verification conducted in April 2025, it was observed that a fraud amounting to Rs. 42,640/- has taken place. Specifically, the Loan Officer Manish Khadav/SF0084236 collected amounts from borrowers but failed to perform the following actions: The collected amount was not posted in FIMO. The collected amount was not deposited in the branch. Additionally, it was observed that the Loan Officer collected EMI payments from eight borrowers, amounting to Rs 42,640/-, of which Rs. 1,460/- has been recovered and posted in FIMO, and the rest amount 41,180/-, again failed to record these transactions in FIMO. Note: - In this Case Actual CLV date is 08th April 2025 to 13th April 2025 as per Excel report but due to technical issue in the DAPS application, I have updated the 12th of April 2025 to 13th April 2025 in this Application.
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. Manish Khadav has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 14/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 16/04/2025.

Inquiry Committee / Officer

Date: 22/06/2025

Annexures

- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 2 \(Notice of Inquiry \)](#)
- [Annexure - 4 \(Suspension Letter \)](#)
- [Annexure - 5 \(SCN Reply \)](#)