



SPANDANA

Date: 05/09/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 06/08/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Basavaraj**, bearing the Emp. ID - SF0062583. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

The Detailed Show Cause Notice (DSCN) was issued on 20/08/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 30/08/2025, informing that Mr./Ms./Mrs. Basavaraj, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 30/08/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 30/08/2025 (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 05/08/2025 from Mr./Ms./Mrs. Prashant SF0092820 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Basavaraj SF0062583 Branch Manager allegedly committed misconduct under Collection Misappropriation on 10/07/2024. The complaint mail is attached as **Annexure -III**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 20/08/2025, 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. [1754471745296_Bidar 01 Branch Froud finding.msg](#)

Fraud Investigation Files:

1. [1755604863691_IA SSFL Fraud Investigation Report - KA Bidar-1 - KAGL0170.xlsx](#)

1. [1755604863691_Evidences - KA Bidar-1 - KAGL0170.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Basavaraj 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.

1. **Member Id:** SF0091077 **Name:** Shivaraj MH **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Closing the case with Termination.
Conclusion: Yes
2. **Member Id:** SF0083293 **Name:** Gowrishankar D B **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Agree with DAC members decision.
Conclusion: Yes
3. **Member Id:** SF0020755 **Name:** Basavraj Heggappa Lamani **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Employee did not attend meeting and not responded SCN/DSCN too. It has been observed and concluded that employee was involved in financial misappropriation. Hence recommending for Termination.
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. Basavaraj has violated Company's rules and is guilty of the charges mentioned under the said category in the Detailed Show Cause Notice (DSCN) issued on 20/08/2025.

Inquiry Committee / Officer

Date: 05/09/2025

Annexures

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