



SPANDANA

Date: 21/05/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 11/04/2025, under Financial misconduct, with allegations of Fake bills submission against Mr./Ms./Mrs. **Hemendra Singh**, bearing the Emp. ID - SF0069926. 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 15/04/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 23/04/2025, informing that Mr./Ms./Mrs. Hemendra Singh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 25/04/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 25/04/2025 (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. Hemendra Singh SF0069926 Branch Quality Manager allegedly committed misconduct under Fake bills submission on 11/04/2025. 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 Hemendra Singh against the alleged charges. After that, considering that Mr./Ms./Mrs. Hemendra Singh'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 11/04/2025. 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 15/04/2025, 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_Duplicate Bill.msg](#)

1. [1744353526234_RE Duplicate Bill1.msg](#)

1. [1744353526234_Re_Duplicate Bill.msg](#)

Fraud Investigation Files:

1. [1744695516357_Fraud Investigation Report RJ_Sarwar RJ3844.xlsx](#)

1. [1744695516357_Evidence_RJ_Sarwar_RJ3844.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Hemendra Singh 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:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Intentional misconduct and bill manipulation but amount is less so it was decided by committee to let him go with immediate effect. Option of resignation and immediate relieve is not available so I am opted for termination but we can release him as no financial transaction was done in his bank account.
Conclusion: Yes
2. **Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: Close with Resignation and relive immediate also update No Hire in Employee bureau
Conclusion: Yes
3. **Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Intentional misconduct and bill manipulation, but the amount is less, and as no financial transaction was done in his bank account, Hence it was decided by the committee to let him go with immediate effect. Option of resignation and immediate relieve is not available so I am opted for termination, but we can release him
Conclusion: Yes

Inquiry Findings:

Decision pending.

Inquiry Committee / Officer

Date: 21/05/2025

Annexures

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