



SPANDANA

Date: 05/12/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 13/08/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Sachin**, bearing the Emp. ID - SF0090636. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 19/08/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 08/09/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 08/10/2025, informing that Mr./Ms./Mrs. Sachin, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 09/10/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 09/10/2025 (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 12/08/2025 from Mr./Ms./Mrs. Ratnesh Kumar SF0098114 Branch Manager, it was informed to the management that Mr./Ms./Mrs. Sachin SF0090636 Credit Assistant allegedly committed misconduct under Pre-closure Misappropriation on 15/07/2025. The complaint mail is attached as **Annexure -III**.

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. [1755068675821_Staff fraud.msg](#)

Fraud Investigation Files:

1. [1756899512280_Fraud Investigation Report - UP Uruwa Bazar UP3271_Complaint No FN25-26-01777.xlsx](#)

1. [1756899512280_Evidence Uruwa bazar.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Sachin 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:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: L1 misconduct and staff is absconding. Not replied on SCN and did not attend NOI. Loan Officer Sachin/SF0090636 was found involved in collection and pre-closure misappropriation on the names of 4 borrowers for the amounting to Rs. 22,830/- based on the evidence available. Total Fraud Amount- Rs. 22,830/- Amount Recovered and posted in FIMO - Rs. 3200/- Net Fraud amount to be recovered- Rs. 19,630/- Currently the loan officer Sachin/SF0090636 has absconded on 11-Aug-2025.
Conclusion: Yes
- Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: SF0090636
Conclusion: Yes
- Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Loan Officer Sachin/SF0090636 was found involved in collection and pre-closure misappropriation on the names of 4 borrowers for the amounting to Rs. 22,830/- based on the evidence available. Total Fraud Amount- Rs. 22,830/- Amount Recovered and posted in FIMO - Rs. 3200/- Net Fraud amount to be recovered- Rs. 19,630/- Loan officer Sachin/SF0090636 has absconded on 11-Aug-2025.
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. Sachin has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 19/08/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 08/09/2025.

Inquiry Committee / Officer

Date: 05/12/2025

Annexures

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