



SPANDANA

Date: 07/11/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 22/08/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Rahul Kalara**, bearing the Emp. ID - SF0088678. 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 01/09/2025. (Copy of the SCN letter 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. Rahul Kalara, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 10/10/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 10/10/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Rahul Kalara (SF0088678 , Credit Assistant)
2. Mr./Ms./Mrs. Pankaj Dharmik (SF0064036 , State Auditor)
3. Mr./Ms./Mrs. Pramod Kumar Cherukat (SF0073747 , Senior Manager)
4. Mr./Ms./Mrs. Umesh Kumar (SF0088299 , Deputy Chief Business Officer)

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 21/08/2025 from Mr./Ms./Mrs. Vimesh Mahendrabhai Shah SF0062146 Senior Vice President, it was informed to the management that Mr./Ms./Mrs. Rahul Kalara SF0088678 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 26/04/2025. The complaint mail is attached as **Annexure -III**.

Employee has not responded to the 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. [1755841841608_RE Online Amount collected but Not Deposited Yet.msg](#)

Fraud Investigation Files:

1. [1756724699750_Fraud Investigation Report GJ Limdi\(Jhalod\)_Complaint Number\(FN25-26-01905\).xlsx](#)

1. [1756724699750_Limdi\(Jhalod\)_Fraud Evidence.zip](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Rahul Kalara presented their defense statement and evidence as follows:

The alleged employee stated that the allegations charged on him/her are true.

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.

- Member Id:** SF0064036 **Name:** Pankaj Dharmik **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Employee attended the inquiry call and also accepted his mistake, employee is ready to pay the recovery amount. Based on the facts, recommending for Termination. The employee has already been terminated, hence recommending to close this case with Office Order Intimation.
Conclusion: Yes
- Member Id:** SF0073747 **Name:** Pramod Kumar Cherukat **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Based on the evidence, the employee was found guilty. The employee attended the inquiry and accepted his mistake. He is ready to pay back the money. Based on evidence, recommended for termination. However, since the employee is already inactive, it is recommended to close the case with office order intimation.
Conclusion: Yes
- Member Id:** SF0088299 **Name:** Umesh Kumar **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: termination considering collection Misappropriation
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. Rahul Kalara 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 01/09/2025.

Inquiry Committee / Officer

Date: 07/11/2025

Annexures

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