



SPANDANA

Date: 03/10/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 02/09/2025, under Financial misconduct, with allegations of Collection Misappropriation, Shortage of Cash against Mr./Ms./Mrs. **Chittibabu Kommunuri**, bearing the Emp. ID - SF0066649. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 04/09/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 15/09/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 16/09/2025, informing that Mr./Ms./Mrs. Chittibabu Kommunuri, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 17/09/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 17/09/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Chittibabu Kommunuri (SF0066649 , Trainee Branch Manager)
2. Mr./Ms./Mrs. Ashwin Kumar Nanduri (SF0072406 , State Auditor)
3. Mr./Ms./Mrs. Shivaraj MH (SF0091077 , Associate Vice President)
4. Mr./Ms./Mrs. Arun Kumar Alavan (SF0100389 , Senior Vice President)

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 30/08/2025 from Mr./Ms./Mrs. Ashwin Kumar Nanduri SF0072406 State Auditor, it was informed to the management that Mr./Ms./Mrs. Chittibabu Kommunuri SF0066649 Trainee Branch Manager allegedly committed misconduct under Collection Misappropriation, Shortage of Cash on 25/08/2025. The complaint mail is attached as **Annexure -III**.

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 16/09/2025, 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. [1756786114897_Staff Fraud Observation - Vinjamur Branch - AP3732.msg](#)

Fraud Investigation Files:

1. [1757764879801_Vinjamur Fraud Report.xlsx](#)
1. [1757764879801_Branch Receipts and Payments.pdf](#)
1. [1757764879801_Denomination.pdf](#)
1. [1757764879801_Deposit Slip.pdf](#)
1. [1757764879801_Physical Cash Certificate.pdf](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Chittibabu Kommunuri presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Chittibabu Kommunuri stated : " **Total 6 borrowers, out of which Three statndared borrowers and Three Nidhi borrowers, borrowers not paid amount to LO_SF0067872(Balaiah Dadiboina),but he is given entry in FIMO by mistaknley,BM done the authentication without verifying the FIMO entries cash in the system and moved EOD. which were led to cash shortfall amount of Rs.78,690/-at branch.** "

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Chittibabu Kommunuri during the proceedings is included as **Annexure -VI**.

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:** SF0072406 **Name:** Ashwin Kumar Nanduri **Department:** Internal Audit
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: A total of six borrowers were involved, consisting of three standard borrowers and three Nidhi borrowers. None of these borrowers has made payments to LO_SF0067872 (Balaiah Dadiboina). Unfortunately, an entry was mistakenly made in the FIMO system, and the branch manager authenticated it without verifying the cash entries in FIMO. As a result, this oversight led to a cash shortfall of Rs. 78,690 at the branch. A detailed report on the fraud has been sent. The action recommended by the committee members in the ZDAC is Warning.
Conclusion: Yes
- Member Id:** SF0091077 **Name:** Shivaraj MH **Department:** Human Resource
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: Employee given entry in FIMO by mistake, BM done the authentication without verifying the FIMO entries cash in the system and moved EOD which led to cash shortfall amount of Rs.78,690/-at branch. Closing the case with warning letter.
Conclusion: Yes
- Member Id:** SF0100389 **Name:** Arun Kumar Alavan **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: Total 6 borrowers, out of which Three statndared borrowers and Three Nidhi borrowers, borrowers not paid amount to LO_SF0067872(Balaiah Dadiboina),but he is given entry in FIMO by mistaknley,BM done the authentication without verifying the FIMO entries cash in the system and moved EOD. which were led to cash shortfall amount of Rs.78,690/-at branch.
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 while there is no adequate evidence to support that Mr./Ms./Mrs. Chittibabu Kommunuri violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 04/09/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 15/09/2025, there was a process deviation in the case.

Inquiry Committee / Officer

Date: 03/10/2025

Annexures

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