



SPANDANA

Date: 20/11/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 05/09/2025, under Financial misconduct, with allegations of Shortage of Cash against Mr./Ms./Mrs. **Rahul Kumar Gupta**, bearing the Emp. ID - SF0080080. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 11/09/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 26/09/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 24/10/2025, informing that Mr./Ms./Mrs. Rahul Kumar Gupta, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 27/10/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 27/10/2025 (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 05/09/2025 from Mr./Ms./Mrs. Deepak Kumar Nema SF0055590 Senior Executive, it was informed to the management that Mr./Ms./Mrs. Rahul Kumar Gupta SF0080080 Branch Quality Manager allegedly committed misconduct under Shortage of Cash on 09/06/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 11/09/2025 was issued to Alleged Employee Rahul Kumar Gupta against the alleged charges. After that, considering that Mr./Ms./Mrs. Rahul Kumar Gupta'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 06/09/2025. 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 13/10/2025, 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. [1757070270295_Bank deposit issue - Rasra_UP2860.msg](#)

Fraud Investigation Files:

1. [1758816759814_Fraud Investigation Report - UP UP Rasra UP2860_Complaint No FN25-26-02113.xlsx](#)
1. [1758816759814_Evidence.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Rahul Kumar Gupta 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: Rs. 56,622/- Short found in locker. As per the complaint, On date 09-Jun-25 BM Satendra Kumar Yadav/SF0080603 and BQM Rahul Kumar Gupta/SF0080080 visited the bank to deposit cash closing amount of Rs. 5,42,702/-, but only Rs. 4,86,080/- was credited in the company account (Hard copy of deposit slip also not available in the branch). and soft copy also seems to be tampered. During the investigation, Auditor visited the bank to check the CCTV footage for this day and it has been observed that only BQM Rahul Kumar Gupta visited to the bank for deposited cash closing amount of Rs. 5,42,702/- on 09-Jun-2025. BM Satendra Kumar Yadav did not accompany him. And BQM Rahul Kumar Gupta deposited only Rs. 4,86,080/- (The count of notes is clearly visible in the footage), After receiving the cash, the bank cashier entered the amount of Rs. 4,86,080/- on the deposit slip and stamped the customer copy. It is important to note that BQM Rahul Kumar Gupta had only filled in the account number and date on the customer copy, and the amount column was left blank. BQM Rahul Kumar Gupta overwrote the deposit amount and manipulated it to reflect Rs. 5,42,702/-. Hence the entire amount of short cash of Rs. 56,622/- has been booked on the name of BQM Rahul Kumar Gupta and a non-financial complaint has been registered against BM Satendra Kumar Yadav pertaining to complaint number NF25-26-01737 regarding process lapses. Note : CCTV footage copy not provided by bank.
Conclusion: Yes
2. **Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Rs. 56,622/- Short found in locker. As per the complaint, on date 09-Jun-25 BM Satendra Kumar Yadav/SF0080603 and BQM Rahul Kumar Gupta/SF0080080 visited the bank to deposit cash closing amount of Rs. 5,42,702/-, but only Rs. 4,86,080/- was credited in the company account (Hard copy of deposit slip also not available in the branch). and soft copy also seems to be tampered. During the investigation, Auditor visited the bank to check the CCTV footage for this day, and it has been observed that only BQM Rahul Kumar Gupta visited to the bank for deposited cash closing amount of Rs. 5,42,702/- on 09-Jun-2025. BM Satendra Kumar Yadav did not accompany him. And BQM Rahul Kumar Gupta deposited only Rs. 4,86,080/- (The count of notes is clearly visible in the footage), After receiving the cash, the bank cashier entered the amount of Rs. 4,86,080/- on the deposit slip and stamped the customer copy. It is important to note that BQM Rahul Kumar Gupta had only filled in the account number and date on the customer copy, and the amount column was left blank. BQM Rahul Kumar Gupta over write the deposit amount and manipulated it to reflect Rs. 5,42,702/-. Hence the entire amount of short cash of Rs. 56,622/- has been booked on the name of BQM Rahul Kumar Gupta and a non-financial complaint has been registered against BM Satendra Kumar Yadav pertaining to complaint number NF25-26-01737 regarding process lapses. Note : CCTV footage copy not provided by bank.
Conclusion: Yes
3. **Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: As per the Inquiry
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 Kumar Gupta has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 11/09/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 26/09/2025.

Inquiry Committee / Officer

Date: 20/11/2025

Annexures

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