



SPANDANA

Case Id: DC-FY-2025-04386

Date: 13/01/2026

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 23/09/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Rojalin Sahoo**, bearing the Emp. ID - SF0095952. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 03/10/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 25/11/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 26/12/2025, informing that Mr./Ms./Mrs. Rojalin Sahoo, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 29/12/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 29/12/2025 (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 23/09/2025 from Mr./Ms./Mrs. Ramesh Chandra Sahoo SF0098077 Branch Quality Manager, it was informed to the management that Mr./Ms./Mrs. Rojalin Sahoo SF0095952 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 02/03/2025. 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. [1758623202325 Complaint Against fraudulent Activities of Rojalin Sahoo \(sf0095952\).msg](#)

1. [1758623202325 Customer Sub-Ledger.xls](#)

Fraud Investigation Files:

1. [1763459461049_4. Fraud Investigation Report-Charichhaka\(Nimapada\)-OR2669 - Copy.xlsx](#)

1. [1763459461049 EVIDENCE..zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Rojalin Sahoo 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:** SF0070624 **Name:** Sanjaya Kumar Sahoo **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: WL
Conclusion: Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: Rojalin Sahoo- DAC decided to issue warning letter as the employee already been absconded hence HR will terminate accordingly. Total Fraud amount identified post to investigation of Rs.2190/- and all amount recovered as per VP- Santosh Sahoo and will update in CB fraud..
Conclusion: Yes
- Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: As per discussion in ZIC, the mount has been recovered but the employee has not not responded neither attended the ZIC.
Conclusion: No

Inquiry Findings:

Decision pending.

Inquiry Committee / Officer

Date: 13/01/2026

Annexures

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