



SPANDANA

Date: 22/06/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 15/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Shivam Shukla**, bearing the Emp. ID - SF0094522. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

Initial SCN dated 22/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 02/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 04/06/2025, informing that Mr./Ms./Mrs. Shivam Shukla, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 06/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 06/06/2025 (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 14/04/2025 from Mr./Ms./Mrs. Satish Kumar Mishra SF0038911 Credit Assistant, it was informed to the management that Mr./Ms./Mrs. Shivam Shukla SF0094522 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 04/04/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 22/04/2025 was issued to Alleged Employee Shivam Shukla against the alleged charges. After that, considering that Mr./Ms./Mrs. Shivam Shukla'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 22/04/2025. A copy of the same is attached as **Annexure -IV**.

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. [1744695516357_Customer_Sub-Ledger\(1\).xls](#)
1. [1744695516357_Customer_Sub-Ledger\(2\).xls](#)
1. [1744695516357_Customer_Sub-Ledger.xls](#)
1. [1744695516357_Re_staff_complain shivam shukla.msg](#)
1. [1744695516357_staff_complain shivam shukla.msg](#)

Fraud Investigation Files:

1. [1746008211343_Evidence_Anuppur.zip](#)

1. [1746008211343_Fraud Investigation Report - MP Anuppur MPGL2132.xlsx](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Shivam Shukla 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:** SF0073747 **Name:** Pramod Kumar Cherukat **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: It was observed that the employee is guilty and needs to be terminated.
Conclusion: Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Loan Officer Shivam Shukla/SF0094522 was found involved in collection misappropriation (Collected EMIs amount but not posted to concerned borrower accounts) on the names of 16 borrowers for the amounting to Rs. 55,240/- based on the evidence available. Total Fraud Amount = Rs. 55,240/- Amount Recovered and accounted in FIMO = Rs. 39,130/- Net Fraud Amount to be recovered = Rs. 16,110/-
Conclusion: Yes
- Member Id:** SF0015698 **Name:** Omkar Namdev **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Go with termination , This is actual fraud
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. Shivam Shukla has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 22/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 02/05/2025.

Inquiry Committee / Officer

Date: 22/06/2025

Annexures

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