



SPANDANA

Date: 22/06/2025

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. **Yuvraj Singh**, bearing the Emp. ID - SF0089200. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 16/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 22/04/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 25/05/2025, informing that Mr./Ms./Mrs. Yuvraj Singh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 27/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 27/05/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Yuvraj Singh (SF0089200 , Credit Assistant)
2. Mr./Ms./Mrs. Arvind Kumar Maurya (SF0076555 , Associate Vice President)
3. Mr./Ms./Mrs. Mohit Kishore Prasad (SF0071589 , Deputy Vice President)
4. Mr./Ms./Mrs. Suresh Kumar Yadav (SF0080719 , 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 15/04/2025 from Mr./Ms./Mrs. Om Prakash Sharma SF0074401 State Auditor, it was informed to the management that Mr./Ms./Mrs. Yuvraj Singh SF0089200 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 16/02/2025. 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. [1744695516357_FW_Major Observation Bhinder RJ2922.msg](#)

Fraud Investigation Files: No Fraud Investigation evidence is presented, as this case may not require such an investigation.

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Yuvraj Singh 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:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: As per the findings of the Internal Audit (IA) Team during the verification conducted in April 2025, it was observed that a fraud amounting to Rs. 2,800/- has taken place. Specifically, the Loan Officer, Yuvraj Singh (SF0089200), collected amounts from borrowers but failed to perform the following actions: The collected amount was not posted in FIMO. The collected amount was not deposited in the branch. Additionally, it was observed that the Loan Officer collected EMI payments from one borrower, amounting to Rs. 2,800/-, and again failed to record these transactions in FIMO.
Conclusion: Yes
- Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: L1 misconduct so termination
Conclusion: Yes
- Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Financial 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. Yuvraj Singh has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 16/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 22/04/2025.

Inquiry Committee / Officer

Date: 22/06/2025

Annexures

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