



## SPANDANA

Date: 24/07/2025

### **EX-PARTE INQUIRY REPORT**

#### **Background:**

This is with reference to the case registered on 04/04/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Shashi Kala Vishwakarma**, bearing the Emp. ID - SF0077988. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: The Detailed Show Cause Notice (DSCN) was issued on 21/04/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 08/05/2025, informing that Mr./Ms./Mrs. Shashi Kala Vishwakarma, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 08/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 08/05/2025 (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 02/04/2025 from Mr./Ms./Mrs. Shailesh Pandey SF0038602 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Shashi Kala Vishwakarma SF0077988 Branch Manager allegedly committed misconduct under Pre-closure Misappropriation on 09/12/2024. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 09/04/2025 was issued to Alleged Employee Shashi Kala Vishwakarma against the alleged charges. After that, considering that Mr./Ms./Mrs. Shashi Kala Vishwakarma'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 11/04/2025. A copy of the same is attached as **Annexure -IV**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 07/05/2025, 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. [1743663544984\\_RE\\_Preclosed case .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. Shashi Kala Vishwakarma 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:** SF0075959 **Name:** Sri Ram Sharma **Department:** Human Resource  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** The pre-closure amount of ₹17,590/- for the borrower Sunita (Loan ID 354399000) was given to BM Shashi Kala Vishwakarma/SF0077988 on December 9, 2024. However, BM Shashi Kala Vishwakarma/SF0077988 did not post the same amount in FIMO and kept it for herself. When she was caught, BM Shashi Kala Vishwakarma/SF0077988 later deposited the amount of ₹17,590/- on April 2, 2025, to complete the pre-closure process. After examining all the facts, it was concluded that this constitutes a level 1 category fraud. In such a case, BM should be terminated.  
**Conclusion:** Yes
- Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** As per the audit done at the field, which have found that this is a genuine case of financial misappropriation.  
**Conclusion:** Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** according to the digital payment receipt, LO Shivesh Kumar Mishra/SF0092763 had given the pre-closure amount Rs.. 17590/- of borrower SUNITA (Loan id.354399000) to BM Shashi Kala Vishwakarma/SF0077988 on 9 Dec 2024. However, BM Shashi Kala Vishwakarma/SF0077988 did not post the same amount in the FIMO. After being caught, BM Shashi Kala Vishwakarma/SF0077988 later deposited the amount Rs.17597/- on 2 Apr 2025, to complete the pre-closure process  
**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. Shashi Kala Vishwakarma has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 09/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 21/04/2025.**

Inquiry Committee / Officer

Date: 24/07/2025

### **Annexures**

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