



SPANDANA

Date: 07/07/2025

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. **Shelendra Kumar**, bearing the Emp. ID - SF0092783. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 17/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 14/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 16/05/2025, informing that Mr./Ms./Mrs. Shelendra Kumar, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 16/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 16/05/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Shelendra Kumar (SF0092783 , Credit Assistant)
2. Mr./Ms./Mrs. Mohit Kishore Prasad (SF0071589 , Deputy Vice President)
3. Mr./Ms./Mrs. Arvind Kumar Maurya (SF0076555 , Associate Vice President)
4. Mr./Ms./Mrs. Deepak Tewari (SF0071929 , 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. Vishal Kumar Shrivastava SF0079633 Regional Auditor, it was informed to the management that Mr./Ms./Mrs. Shelendra Kumar SF0092783 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 12/03/2025. The complaint mail is attached as **Annexure -III**.

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 14/05/2025, 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. [1744695516357_Cash Misappropriations - Sikandra Rau_UP3388_.msg](#)

Fraud Investigation Files:

1. [1746989126189_Evidence.zip](#)

1. [1746989126189_Fraud Investigation Report UP Sikandra Rau UP338\(Shelendra\).xlsx](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Shelendra Kumar presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Shelendra Kumar stated : **"there are contradictory views among committee members. Amount is less than 1000/- but risk parameter in future taken into consideration. 2:1 for Level 1 misconduct and termination rest CDAC can take final recommendation."**

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Shelendra Kumar during the proceedings is included as **Annexure -VI**.

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.

1. **Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: even amount is less then also level 1 misconduct so termination and separation of staff is recommended. In future also the staff can be a risk and may go for bigger fraud.
Conclusion: Yes
2. **Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Recommended for L1. Based on the evidence submitted against the allegation of Fraud, it proves that the employee has committed financial fraud. Amount to be recovered, if any.
Conclusion: Yes
3. **Member Id:** SF0071929 **Name:** Deepak Tewari **Department:** Operations
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: The staff has handed over the collection to Anand as the meeting was by the name of Anand only. Since he suffer a stomach ache so the following staff went for his meeting and handed over the collection Anand so as to input the collection in FIMO but Anand did not input the collection.
Conclusion: Yes

Inquiry Findings:

Decision pending.

Inquiry Committee / Officer

Date: 07/07/2025

Annexures

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