



## SPANDANA

Date: 22/12/2025

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

#### **Background:**

This is with reference to the case registered on 03/11/2025, under Non-Financial misconduct, with allegations of Policy Violation against Code of Conduct against Mr./Ms./Mrs. **Bollagani Srinivasa Rao**, bearing the Emp. ID - SF0067695. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: The SCN was issued on 03/11/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 20/11/2025, informing that Mr./Ms./Mrs. Bollagani Srinivasa Rao, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 21/11/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 21/11/2025 (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 03/11/2025 from Mr./Ms./Mrs. Kalabattula sudheer babu SF0067711 Cluster Manager, it was informed to the management that Mr./Ms./Mrs. Bollagani Srinivasa Rao SF0067695 Branch Manager allegedly committed misconduct under Policy Violation against Code of Conduct on 01/11/2025. The complaint mail is attached as **Annexure -III**.

Employee has not responded to the 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. [1762151706077\\_Re Formal complaint regarding the conduct action of Branch manager.....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. Bollagani Srinivasa Rao 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.

1. **Member Id:** SF0091077 **Name:** Shivaraj MH **Department:** Human Resource  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Discussed with Operations and Audit team during ZDAC meeting. Employee did not attend meeting. It has been observed and concluded that employee was involved in financial misappropriation. Hence recommending for Termination.  
**Conclusion:** Yes
2. **Member Id:** SF0100389 **Name:** Arun Kumar Alavan **Department:** Operations  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** He is worked as a Branch Manager of Vuyyuru-1 branch, But his taken prints and working to some other MFI company  
**Conclusion:** Yes
3. **Member Id:** SF0072406 **Name:** Ashwin Kumar Nanduri **Department:** Internal Audit  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** During the discussion in the ZDAC, it was briefed that the employee is working in another organization while working with us, and HR has shared the proof on the same and based on the shared details decision was taken as Termination Level 1.  
**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. Bollagani Srinivasa Rao has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 03/11/2025.**

Inquiry Committee / Officer

Date: 22/12/2025

## **Annexures**

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