



SPANDANA

Date: 11/06/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 16/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Ranjit Kumar Das**, bearing the Emp. ID - SF0095011. 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 03/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 05/06/2025, informing that Mr./Ms./Mrs. Ranjit Kumar Das, 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 16/04/2025 from Mr./Ms./Mrs. Rajendra Palai SF0028669 Branch Manager, it was informed to the management that Mr./Ms./Mrs. Ranjit Kumar Das SF0095011 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 06/04/2025. 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. [1744794366301_LO COLLECTION AMOUNT FRUAD.msg](#)

Fraud Investigation Files:

1. [1746254864118_Evidences-Singhpur-FN25-26-00229.zip](#)
1. [1746254864118_Fraud Investigation Report -Singhpur OR2758-FN25-26-00229.pdf](#)
1. [1746254864118_SSFL Fraud Investigation Report -Singhpur OR2758-FN25-26-00229.xlsx](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Ranjit Kumar Das 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:** SF0043187 **Name:** Suryakanta Sathuamahapatra **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Termination under financial misappropriation
Conclusion: Yes
2. **Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: As he did not appear for the inquiry also not responded on SCN mail & NOI mail, Based on evidences took the decision
Conclusion: Yes
3. **Member Id:** SF0070624 **Name:** Sanjaya Kumar Sahoo **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Terminations
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. Ranjit Kumar Das has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 17/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 03/05/2025.

Inquiry Committee / Officer

Date: 11/06/2025

Annexures

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