



## SPANDANA

Date: 14/06/2025

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

#### **Background:**

This is with reference to the case registered on 04/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Chandan Ram**, bearing the Emp. ID - SF0059953. 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 10/04/2025. (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. Chandan Ram, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 09/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 09/05/2025 (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. Tapas Roy SF0068949 State Auditor, it was informed to the management that Mr./Ms./Mrs. Chandan Ram SF0059953 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 02/05/2022. 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. [1743768421040\\_RE\\_EMI Misappropriations in Ranka\\_JH3201 Branch.msg](#)

Fraud Investigation Files:

1. [1744023945307\\_Evidence.rar](#)

1. [1744023945307\\_SSFL Fraud Investigation Report Ranka \(JH3201\) \(Chandan Ram\).xlsx](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Chandan Ram 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:** SF0077525 **Name:** Rahul Tamrakar **Department:** Human Resource  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Already Exit & FNF Completed doing ex-parte  
**Conclusion:** Yes
2. **Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Collection Misappropriation issue, whereas the staff have already been terminated.  
**Conclusion:** Yes
3. **Member Id:** SF0002115 **Name:** Shrivastava Deepenedra **Department:** Operations  
**Decision:** Termination **Committee type:** CommitteeMembers  
**Observation:** Collection Misappropriation  
**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. Chandan Ram has violated Company's rules and is guilty of the charges mentioned under the said category in the Detailed Show Cause Notice (DSCN) issued on 10/04/2025.**

Inquiry Committee / Officer

Date: 14/06/2025

### **Annexures**

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