



SPANDANA

Case Id: DC-FY-2025-05350

Date: 21/01/2026

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 25/11/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **RISHIKESH CHAUDHARI Mr.**, bearing the Emp. ID - SF0068301. 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 27/11/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 22/12/2025, informing that Mr./Ms./Mrs. RISHIKESH CHAUDHARI Mr., to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 23/12/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 23/12/2025 (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 25/11/2025 from Mr./Ms./Mrs. Kapil Gautam SF0045142 Senior Executive, it was informed to the management that Mr./Ms./Mrs. RISHIKESH CHAUDHARI Mr. SF0068301 Customer Retention Associate allegedly committed misconduct under Pre-closure Misappropriation on 28/03/2025. 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. [1764057814321_Preclose misappropriation UP Nautanwa UP3277_CSS Borrower.msg](#)

Fraud Investigation Files:

1. [1764155585111_Fraud Investigation Report - UP Nautanwa UP3277_Complaint No FN25-26-03009.xlsx](#)
1. [1764155585111_MRS Asha_Evidence.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. RISHIKESH CHAUDHARI Mr. 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:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Loan Officer Rishikesh Chaudhari/SF0068301 was found involved in Preclose Amount Misappropriated on the name of 1 borrower for the amounting to Rs. 11,994/- on the evidence available. Total Fraud Amount: Rs. 11,994/- Amount Recovered and Accounted in FIMO: Rs. 3,350/- Net Fraud Amount to be recovered: Rs. 8,644/-
Conclusion: Yes
- Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: as per the enquiry done by HR and audit
Conclusion: Yes
- Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: CSS complaint - Loan Officer RISHIKESH CHAUDHARI / SF0068301 was found involved in Preclose Amount Misappropriated on the name of 1 borrower for the amounting to Rs. 11,994/- on the evidence available. Total Fraud Amount: Rs. 11,994/- Amount Recovered and Accounted in FIMO: Rs. 3,350/- Net Fraud Amount to be recovered: Rs. 8,644/-. As evidence collected Cash Receipt from the field.
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. RISHIKESH CHAUDHARI Mr. 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 27/11/2025.

Inquiry Committee / Officer

Date: 21/01/2026

Annexures

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