



SPANDANA

Case Id: DC-FY-2025-05502

Date: 24/07/2026

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 29/11/2025, under Financial misconduct, with allegations of Pre-closure Misappropriation against Mr./Ms./Mrs. **Lakhan Singh**, bearing the Emp. ID - SF0092356. 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 03/12/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 26/12/2025, informing that Mr./Ms./Mrs. Lakhan Singh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 26/12/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 26/12/2025 (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 29/11/2025 from Mr./Ms./Mrs. Om Prakash Sharma SF0074401 Associate Vice President, it was informed to the management that Mr./Ms./Mrs. Lakhan Singh SF0092356 Credit Assistant allegedly committed misconduct under Pre-closure Misappropriation on 21/07/2025. 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. [1764399141580_FW_Major Observation RJ Salumbar RJ2958 .msg](#)

Fraud Investigation Files:

1. [1764728387202_Fraud Investigation Report RJ Salumbar RJ2958 Complaint Number-FN25-26-03079.xlsx](#)

1. [1764728387202_Evidence RJ Salumbar RJ2958 Complaint No.FN25-26-03079.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Lakhan Singh 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: Drop Charges **Committee type:** CommitteeMembers
Observation: FNF completed and entire amount is recovered.ased on IA Team information, verification was conducted by the Internal audit team during the month of Nov'2025, where it was noticed that Lakhan Singh/SF0092356 collected the Pre closer from the borrower but did not submit it to the branch. The Total fraud amount identified is Rs.17060/- and the entire amount has been recovered and posted in FIMO.
Conclusion: Yes
- Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: financial fraud
Conclusion: Yes
- Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Credit Assistant Lakhan Singh / SF0092356 had collected pre-closure amount form 1 borrower of Rs. 20000/- and inputted of Rs. 2940/-, but till audit to be recovered of Rs. 17060/- As evidence collected Delinquent Staff Written Statement.
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 no adequate evidence to support that Mr./Ms./Mrs. Lakhan Singh, has violated Company's rules and is not guilty of the charges mentioned under the said category in the Detailed Show Cause Notice (DSCN) issued on 03/12/2025.

Inquiry Committee / Officer

Date: 24/07/2026

Annexures

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