



SPANDANA

Date: 12/07/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 18/04/2025, under Non-Financial misconduct, with allegations of Process lapse against Mr./Ms./Mrs. **Md Irsad Ansari**, bearing the Emp. ID - SF0047982. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

The SCN was issued on 18/04/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 04/06/2025, informing that Mr./Ms./Mrs. Md Irsad Ansari, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 05/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 05/06/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Md Irsad Ansari (SF0047982 , Branch Manager)
2. Mr./Ms./Mrs. Dalpreet Kaur (SF0077378 , Deputy Manager)
3. Mr./Ms./Mrs. Rohan Mukherjee (SF0074701 , Senior Vice President)
4. Mr./Ms./Mrs. Saptarshi Sankar Bose (SF0076226 , Associate Vice President)

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 18/04/2025 from Mr./Ms./Mrs. Aman Kumar SF0089636 Assistant Manager, it was informed to the management that Mr./Ms./Mrs. Md Irsad Ansari SF0047982 Branch Manager allegedly committed misconduct under Process lapse on 25/01/2025. The complaint mail is attached as **Annexure -III**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 21/04/2025, which is attached as **Annexure - V**.

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. [1744955451253_SCN Request for Repeated deviations in 3 months in LUC Staff .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. Md Irsad Ansari to verify/examine the witness/evidence in their defense.

Submissions from Alleged Employee:

Mr./Ms./Mrs. Md Irsad Ansari presented their defense statement and evidence as follows:

The alleged employee stated that the allegations charged on him/her are true.

The inquiry was closed after confirming with all parties that they had full opportunity to present witnesses and evidence, and to examine and cross-examine, with nothing else to be presented in the Inquiry.

Observations:

Observations of the inquiry committee/officers based on the evidence produced/submitted by the alleged employee and/or complainant.

1. **Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: Lack of Knowledge
Conclusion: Yes
2. **Member Id:** SF0074701 **Name:** Rohan Mukherjee **Department:** Operations
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: The ZIC committee said that the incident happened because he faced issues in LUC due to network issue and was not done on purpose though he regretted for the incident. Hence the committee decided to close the case with a drop charge.
Conclusion: Yes
3. **Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Drop Charges **Committee type:** CommitteeMembers
Observation: LUC - Not Intentionally violating the LUC process. Need proper training and Monitoring.
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. Md Irsad Ansari, has violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 18/04/2025.

Inquiry Committee / Officer

Date: 12/07/2025

Annexures

- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 2 \(Notice of Inquiry \)](#)
- [Annexure - 5 \(SCN Reply \)](#)