



SPANDANA

Date: 11/06/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 18/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Guttula Suresh**, bearing the Emp. ID - SF0083781. 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 09/05/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 03/06/2025, informing that Mr./Ms./Mrs. Guttula Suresh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 03/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 03/06/2025 (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 18/04/2025 from Mr./Ms./Mrs. Ashwin Kumar Nanduri SF0072406 State Auditor, it was informed to the management that Mr./Ms./Mrs. Guttula Suresh SF0083781 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 10/11/2024. 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: No evidence files found.

Fraud Investigation Files:

1. [1746514810831_Loan cards Suresh.zip](#)

1. [1746514810831_Mummadivaram Guttula Suresh Fraud Report.xlsx](#)

1. [1746514810831_Sub Ledgers Suresh.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Guttula Suresh 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:** SF0091077 **Name:** Shivaraj MH **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Employee collected collection amount form borrowers and signed the loan cards but not given entries in FIMO. Hence closing the case with Termination.
Conclusion: Yes
2. **Member Id:** SF0072406 **Name:** Ashwin Kumar Nanduri **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Fraud established a detailed report shared. Action decided in ZDAC Termination.
Conclusion: Yes
3. **Member Id:** SF0070812 **Name:** Nageswara Rao Bodapally **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: He collected the collection amount form borrowers and signed the loan cards but not given entries in FIMO.
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. Guttula Suresh 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 09/05/2025.

Inquiry Committee / Officer

Date: 11/06/2025

Annexures

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