



SPANDANA

Date: 22/08/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 18/04/2025, under Financial misconduct, with allegations of Shortage of Cash against Mr./Ms./Mrs. **Amit Kumar Yadav**, bearing the Emp. ID - SF0077351. 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 05/05/2025. (Copy of the SCN letter is attached as **Annexure - I**)

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

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

1. Alleged Employee - Mr./Ms./Mrs. Amit Kumar Yadav (SF0077351 , Branch Quality Manager)
2. Mr./Ms./Mrs. Arvind Kumar Maurya (SF0076555 , Associate Vice President)
3. Mr./Ms./Mrs. Sri Ram Sharma (SF0075959 , Manager)
4. Mr./Ms./Mrs. Vipin Yadav (SF0071928 , Senior 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. Vikas Shrivastav SF0003098 State Auditor, it was informed to the management that Mr./Ms./Mrs. Amit Kumar Yadav SF0077351 Branch Quality Manager allegedly committed misconduct under Shortage of Cash on 15/04/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 05/05/2025 was issued to Alleged Employee Amit Kumar Yadav against the alleged charges. After that, considering that Mr./Ms./Mrs. Amit Kumar Yadav's presence in the branch would potentially lead to influencing the evidence specific to the alleged charges, a suspension letter was issued to him on 21/04/2025. A copy of the same is attached as **Annexure -IV**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 05/05/2025, 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: No evidence files found.

Fraud Investigation Files:

1. [1746430062263_Cash Mismatch in Cash Locker.eml](#)
1. [1746430062263_Evidence.zip](#)
1. [1746430062263_Fraud Investigation Report UP Khadda UP3543.xlsx](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Amit Kumar Yadav to verify/examine the witness/evidence in their defense.

Submissions from Alleged Employee:

Mr./Ms./Mrs. Amit Kumar Yadav presented their defense statement and evidence as follows:

Mr./Ms./Mrs. Amit Kumar Yadav stated : **"The employee was accused of cash shorting but stated that they did so under repeated pressure from the Branch Manager (Prem Kumar Kushwaha). According to the employee, the BM (Prem Kumar Kushwaha) threatened termination if they did not comply and also used abusive language towards the staff. The employee also mentioned that when the collection**

posting was completed by the Khadda staff, they asked for the money, but the staff responded that they would provide it the next day. At that moment, the BM (Prem Kumar Kushwaha) arrived and said, "Authenticate the transaction, and you will receive the money. There will not be a single OD charge." The employee stated that they had informed the Cluster Manager (Pintu Patel) about this matter. Furthermore, the employee admitted that their mistake was in reporting the issue physically to the BM and CM instead of sending an official email. They sincerely apologized for this oversight. "

Where applicable, the statement/evidence/witness of Mr./Ms./Mrs. Amit Kumar Yadav during the proceedings is included as **Annexure -VI**.

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.

- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: An amount of Rs. 27,774 was posted under a member's account at the Khadda branch by the Branch Manager and the Branch Quality Manager, and it was authorized accordingly. However, there was a cash shortage in the branch. The next morning, during a visit by the VP Sir, the discrepancy was discovered during the inspection. The shortfall amount has since been recovered. And this amount has been equally divided between both of them, with half posted under each of their BM & BQM.
Conclusion: Yes
- Member Id:** SF0075959 **Name:** Sri Ram Sharma **Department:** Human Resource
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: The employee was accused of cash shorting, but they stated that they did this under repeated pressure from the Branch Manager (Prem Kumar Kushwaha). According to the employee, the BM (Prem Kumar Kushwaha) threatened termination if they did not comply and used abusive language towards the staff. The employee also mentioned that when the Khadda staff completed the collection posting, they asked for the money, but the staff responded that they would provide it the next day. At that moment, the BM (Prem Kumar Kushwaha) arrived and said, "Authenticate the transaction, and you will receive the money. There will not be a single OD charge." The employee stated that they had informed the Cluster Manager (Pintu Patel) about this matter. Furthermore, the employee admitted that their mistake was in reporting the issue physically to the BM and CM instead of sending an official email. They sincerely apologized for this oversight. This reflects the negligence exhibited by the BM. The work was done under pressure by the employee (BQM), and therefore, the BQM should be given a chance, and the case should be closed with a warning.
Conclusion: Yes
- Member Id:** SF0071928 **Name:** Vipin Yadav **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: The employee was accused of cash shorting, but they stated that they did this under repeated pressure from the Branch Manager (Prem Kumar Kushwaha). According to the employee, the BM (Prem Kumar Kushwaha) threatened termination if they did not comply and used abusive language towards the staff. The employee also mentioned that when the Khadda staff completed the collection posting, they asked for the money, but the staff responded that they would provide it the next day. At that moment, the BM (Prem Kumar Kushwaha) arrived and said, "Authenticate the transaction, and you will receive the money. There will not be a single OD charge." The employee stated that they had informed the Cluster Manager (Pintu Patel) about this matter. Furthermore, the employee admitted that their mistake was in reporting the issue physically to the BM and CM instead of sending an official email. They sincerely apologized for this oversight. This reflects the negligence exhibited by the BM. The work was done under pressure by the employee (BQM), and therefore, the BQM should be given a chance, and the case should be closed with a warning.
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. Amit Kumar Yadav has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 05/05/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 05/05/2025.

Inquiry Committee / Officer

Date: 22/08/2025

Annexures

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

- [Annexure - 4 \(Suspension Letter \)](#)
- [Annexure - 5 \(SCN Reply \)](#)