



## SPANDANA

Date: 24/04/2025

### INQUIRY REPORT

#### **Background:**

This is with reference to the case registered on 05/04/2025, under Non-Financial misconduct, with allegations of Process lapse against Mr./Ms./Mrs. **Kamlesh**, bearing the Emp. ID - SF0055761. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:  
The SCN was issued on 05/04/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 16/04/2025, informing that Mr./Ms./Mrs. Kamlesh, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 16/04/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 16/04/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Kamlesh ( SF0055761 , Branch Quality Manager)
2. Mr./Ms./Mrs. Rahul Tamrakar ( SF0077525 , Deputy Manager)
3. Mr./Ms./Mrs. Saptarshi Sankar Bose ( SF0076226 , Associate Vice President)
4. Mr./Ms./Mrs. Shrivastava Deepenedra ( SF0002115 , 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 04/04/2025 from Mr./Ms./Mrs. Suresh Kumar Padhan SF0005800 Vice President, it was informed to the management that Mr./Ms./Mrs. Kamlesh SF0055761 Branch Quality Manager allegedly committed misconduct under Process lapse on 18/02/2025. The complaint mail is attached as **Annexure -III**.

The alleged employee's presented reply to the Detailed Show Cause Notice via letter dated 07/04/2025, 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. [1743793980988\\_Re\\_LUC\\_Conducted\\_loans\\_for\\_Verification\\_cases\\_Feb'25\\_Repeted\\_staff\\_details\(CG\\_state\).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. Kamlesh to verify/examine the witness/evidence in their defense.

## **Submissions from Alleged Employee:**

Mr./Ms./Mrs. Kamlesh 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.

- Member Id:** SF0077525 **Name:** Rahul Tamrakar **Department:** Human Resource  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Wrong image has been uploaded by employee at the time of LUC Check.  
**Conclusion:** Yes
- Member Id:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Process lapse (Negligence in LUC process)  
**Conclusion:** Yes
- Member Id:** SF0002115 **Name:** Shrivastava Deepenedra **Department:** Operations  
**Decision:** Warning letter **Committee type:** CommitteeMembers  
**Observation:** Process lapse  
**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 while there is no adequate evidence to support that Mr./Ms./Mrs. Kamlesh violated Company's rules and is not guilty of the charges mentioned under the said category in the Show Cause Notice dated 05/04/2025, there was a process deviation in the case.**

Inquiry Committee / Officer

Date: 24/04/2025

## **Annexures**

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