



SPANDANA

Date: 25/07/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 25/04/2025, under Financial misconduct, with allegations of Collection Misappropriation against Mr./Ms./Mrs. **Vivek Ram**, bearing the Emp. ID - SF0093396. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 29/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 15/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 16/06/2025, informing that Mr./Ms./Mrs. Vivek Ram, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 17/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 17/06/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Vivek Ram (SF0093396 , Credit Assistant)
2. Mr./Ms./Mrs. Saptarshi Sankar Bose (SF0076226 , Associate Vice President)
3. Mr./Ms./Mrs. Rohan Mukherjee (SF0074701 , Senior Vice President)
4. Mr./Ms./Mrs. Dalpreet Kaur (SF0077378 , Deputy Manager)

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 25/04/2025 from Mr./Ms./Mrs. Vicky Kumar SF0038495 Branch Manager, it was informed to the management that Mr./Ms./Mrs. Vivek Ram SF0093396 Credit Assistant allegedly committed misconduct under Collection Misappropriation on 07/12/2024. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 29/04/2025 was issued to Alleged Employee Vivek Ram against the alleged charges. After that, considering that Mr./Ms./Mrs. Vivek Ram'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 12/05/2025. A copy of the same is attached as **Annexure -IV**.

Employee has not responded to the Show Cause Notice issued.

Employee has not responded to the Detailed 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. [1745575872984_1 RE Till Time Not Reporting.msg](#)
1. [1745575872984_Re Till Time Not Reporting.msg](#)

Fraud Investigation Files:

1. [1747043817988_Evidence.zip](#)

1. [1747043817988_SSFL Fraud Investigation Report - Manatu \(JH3360\) - Vivek Ram.xlsx](#)

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

Submissions from Alleged Employee:

Mr./Ms./Mrs. Vivek Ram 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:** SF0076226 **Name:** Saptarshi Sankar Bose **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Fraud identified and reported with evidence.
Conclusion: Yes
2. **Member Id:** SF0074701 **Name:** Rohan Mukherjee **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Termination due to financial misappropriation
Conclusion: Yes
3. **Member Id:** SF0077378 **Name:** Dalpreet Kaur **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Cash Misappropriation
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. Vivek Ram has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 29/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 15/05/2025.

Inquiry Committee / Officer

Date: 25/07/2025

Annexures

- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 1 \(Show Cause Notice \)](#)
- [Annexure - 2 \(Notice of Inquiry \)](#)
- [Annexure - 4 \(Suspension Letter \)](#)