



SPANDANA

Date: 16/07/2025

INQUIRY REPORT

Background:

This is with reference to the case registered on 29/04/2025, under Non-Financial misconduct, with allegations of Habitual neglect of work, Misleading / Sending the Wrong Information towards the Management against Mr./Ms./Mrs. **Joshy B Varghese**, bearing the Emp. ID - SF0086968. The employee has not taken due care while discharging his/her duties, and the charges mentioned in:

The SCN was issued on 29/04/2025. (Copy of the SCN letter is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 19/05/2025, informing that Mr./Ms./Mrs. Joshy B Varghese, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 20/05/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 20/05/2025 (Inquiry date), the following parties were present for Inquiry proceedings:

1. Alleged Employee - Mr./Ms./Mrs. Joshy B Varghese (SF0086968 , Management Trainee)
2. Mr./Ms./Mrs. Sabu Joseph V (SF0061985 , Vice President)
3. Mr./Ms./Mrs. Gowrishankar D B (SF0083293 , Manager)
4. Mr./Ms./Mrs. Shivaraj MH (SF0091077 , 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 28/04/2025 from Mr./Ms./Mrs. A Saravanakumar Arumugam SF0014934 Associate Vice President, it was informed to the management that Mr./Ms./Mrs. Joshy B Varghese SF0086968 Management Trainee allegedly committed misconduct under Habitual neglect of work, Misleading / Sending the Wrong Information towards the Management on 27/04/2025. 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:

1. [1745901629194_fake snaps reported made team also to post violation of integritypolicyetc.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. Joshy B Varghese to verify/examine the witness/evidence in their defense.

Submissions from Alleged Employee:

Mr./Ms./Mrs. Joshy B Varghese 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:** SF0061985 **Name:** Sabu Joseph V **Department:** Operations
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: Fake reporting photo updated/ integrity issue
Conclusion: Yes
2. **Member Id:** SF0083293 **Name:** Gowrishankar D B **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Agreed with DAC members decision.
Conclusion: Yes
3. **Member Id:** SF0091077 **Name:** Shivaraj MH **Department:** Human Resource
Decision: Warning letter **Committee type:** CommitteeMembers
Observation: Employee was asked to resign and relieved with NP waiver due to work negligence. Hence closing the case with warning letter.
Conclusion: Yes

Inquiry Findings:

Decision pending.

Inquiry Committee / Officer

Date: 16/07/2025

Annexures

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