



SPANDANA

Date: 22/06/2025

EX-PARTE INQUIRY REPORT

Background:

This is with reference to the case registered on 29/04/2025, under Financial misconduct, with allegations of Collection and Pre-closure misappropriation against Mr./Ms./Mrs. **Manoj Kumar**, bearing the Emp. ID - SF0093410. The employee has not taken due care while discharging his/her duties, and the charges mentioned in: Initial SCN dated 30/04/2025 and Detailed Show Cause Notice (DSCN) issued post Fraud Investigation on 07/05/2025. (Copy of the SCN letter/s is attached as **Annexure - I**)

A Notice of Inquiry was issued to the alleged employee, vide letter dated 09/06/2025, informing that Mr./Ms./Mrs. Manoj Kumar, to present him/her self for the Internal Inquiry proceedings which was addressed by the Disciplinary Inquiry committee/Officer, scheduled on 10/06/2025. (Copy of the Notice of Inquiry letter is attached as **Annexure -II**)

On the 10/06/2025 (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 28/04/2025 from Mr./Ms./Mrs. Om Prakash Sharma SF0074401 State Auditor, it was informed to the management that Mr./Ms./Mrs. Manoj Kumar SF0093410 Credit Assistant allegedly committed misconduct under Collection and Pre-closure misappropriation on 09/04/2025. The complaint mail is attached as **Annexure -III**.

Also, it has been presented that the Show Cause Notice dated 30/04/2025 was issued to Alleged Employee Manoj Kumar against the alleged charges. After that, considering that Mr./Ms./Mrs. Manoj Kumar'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 03/05/2025. 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. [1745904985708_FW_Major Observation RJ Udaipurwati RJ3512_.msg](#)

Fraud Investigation Files:

1. [1746491434919_Fraud Investigation Report RJ Udaipurwati RJ3512.xlsx](#)

1. [1746491434919_Evidence RJ Udaipurwati RJ3512.zip](#)

Thereafter, an opportunity was given to Mr./Ms./Mrs. Manoj Kumar 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.

- Member Id:** SF0080719 **Name:** Suresh Kumar Yadav **Department:** Operations
Decision: Termination **Committee type:** CommitteeMembers
Observation: Financial issue
Conclusion: Yes
- Member Id:** SF0076555 **Name:** Arvind Kumar Maurya **Department:** Internal Audit
Decision: Termination **Committee type:** CommitteeMembers
Observation: Dear Team, As per the findings of the IA team, the Internal Audit (IA) Team conducted the verification in May 2025, and it was observed that a fraud amounting to Rs. 73,670/- has taken place. Specifically, the Loan Officer Manoj Kumar-SF0093410 collected amounts from borrowers but failed to perform the following actions: The collected amount was not posted in FIMO. The collected amount was not deposited in the branch. Additionally, it was observed that the Loan officer collected EMI payments from 29 borrowers, amounting to Rs. 73,670/-, of which an amount of Rs.26,980/- has been recovered and posted in FIMO and the rest amount of Rs.46,690/- again failed to record these transactions in FIMO.
Conclusion: Yes
- Member Id:** SF0071589 **Name:** Mohit Kishore Prasad **Department:** Human Resource
Decision: Termination **Committee type:** CommitteeMembers
Observation: Level 1 misconduct so termination
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. Manoj Kumar has violated Company's rules and is guilty of the charges mentioned under the said category in the Show Cause Notice dated 30/04/2025 and the Detailed Show Cause Notice (DSCN) issued post Fraud Investigation dated 07/05/2025.

Inquiry Committee / Officer

Date: 22/06/2025

Annexures

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