



# SPANDANA

## Show Cause Notice

Date : 30/4/2025

To,  
**Employee Name** : Suraj Singh  
**Employee ID** : SF0095794  
**Designation** : Senior Credit Assistant  
**Branch** : UP3465

### Subject : Show Cause Notice

Dear Suraj Singh,

With reference to the complaint number DC-FY-2025-00952 which has been reported on 29/04/2025.

It has been reported that due care is not taken by you while discharging your job responsibilities. An allegation of Not maintaining Key movement Register, Habitual neglect of work under Non-Financial misconduct has been made against you. It has been found that

Work negligence (Not maintaining center meeting register given by branch) is violating the Code of conduct has been made against you. Such practices lead to the departmental integrity issue and against the company policy.

You are hereby informed that any deviation on the part of any official of the Company while discharging the official responsibilities or any other deviation from the Company policies during the same is serious misconduct as per the policy and procedures of the Company.

The above act of yours if proven will amount to serious misconduct on your part and gross violation of the Company's Disciplinary policy & procedures and attract serious disciplinary actions.

Given the above you are asked to explain/reply through the mail id or the mobile number which was registered as per the company records, if any, within 48 hours from day of receipt of this show cause notice that why disciplinary action should not be taken against you as per the policy of the Company, failing to which the Company will proceed in the matter as per the records available, on the presumption that you have no explanation and have accepted the above alleged charges.

**For Spandana Sphoorty Financial Limited**  
**Authorized Signatory**

**Radhakrishna Eale**  
**Senior Vice President (Human Resources)**