



# SPANDANA

## Detailed Show Cause Notice

Date : 7/5/2025

To,  
**Employee Name** : Seeta Ram  
**Employee ID** : SF0092505  
**Designation** : Credit Assistant  
**Branch** : RJ3601-Sanchore

### Subject : Detailed Show Cause Notice

Dear Seeta Ram,

With reference to the complaint number DC-FY-2025-01012 under the Collection and Pre-closure misappropriation, an Initial Show Cause Notice was served on dated 03/05/2025, wherein you have not replied

Further to the above, the fraud investigation has been conducted and a report has been submitted. It has been found that you are engaged in the below charges of Collection and Pre-closure misappropriation.

Following are the charges in detail:

### IA Observations

Fraud Investigation Required :	Yes
Total Fraud Amount	2800
Amount Recovered as On Date	0
Due Amount	2800

Remarks : Dear Team, As per the findings of the Business team, the Internal Audit (IA) Team conducted the verification in April 2025, and it was observed that a fraud amounting to Rs. 2800/- has taken place. Specifically, the Loan officer Sita Ram(SF0092505), 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 02 borrowers, amounting to Rs. 2800/-, and the same amount of Rs.2800/- again failed to record these transactions in FIMO.

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 21 days 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)**