



# SPANDANA

## Suspension Order

Date : 8/5/2025

To,  
**Employee Name** : Jaya Rao Melam  
**Employee ID** : SF0058834  
**Designation** : Branch Manager  
**Branch** : APIL1001

### Subject : Suspension Order

Dear Jaya Rao Melam,

With reference to the Complaint ID DC-FY-2025-01169 which has been reported on 03/05/2025.

We understand that there is a serious allegation regarding Financial made against you. It has been reported that

It has been found that "You have Collected 01 Pre-close of total amount Rs.35,400/- on 18th March-2025 from the Borrower- Gurrala Sravanthi Loan No- 356580056 which were not Posted in FIMO nor submitted at the branch.

Since the allegation happens to be of a serious in nature and amounts to gross misconduct as per the Company's Policy and Procedures of the Company applicable to you. Given the above, you are hereby suspended from duty with immediate effect i.e. from 08/05/2025, pending enquiry (as per Company's policy). You are advised to stay at your residence and not to mark attendance till further notice. Also, you are hereby advised immediately to surrender all files/documents/computers etc. to your reporting authority.

In case of any investigation requirement, management will communicate you to attend at office premises or any other place of business / operations.

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

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