



SPANDANA

Detailed Show Cause Notice

Date : 14/4/2025

To,
Employee Name : Suraj Singh
Employee ID : SF0064650
Designation : Credit Assistant
Branch : RJ2935-Dungarpur

Subject : Detailed Show Cause Notice

Dear Suraj Singh,

With reference to the complaint number DC-FY-2025-00074 which has been reported on 05/04/2025.

Following your exit on 06/09/2024 by way of resignation/termination from the organization, it has been allegedly reported that you were involved in a Financial Misappropriation. Consequently, the Company initiated an internal investigation. It has been found that

An allegation of "Financial Misappropriation" has been made against you. It has been found that "You have Collected 02 EMI of total amount Rs.4480/- on 01st February & 1st March -2025 from Borrower- Manisha Dendor for Loan No- 355110617 which were not posted in FIMO nor submitted at the branch.

IA Observations

Fraud Investigation Required :	Yes
Total Fraud Amount	4480
Amount Recovered as On Date	0
Due Amount	4480

Remarks : "Dear Team, As per the findings of the Internal Audit (IA) Team during the verification conducted in April 2025, it was observed that a fraud amounting to Rs. 4,480/- has taken place. Specifically, the Loan Officer, Suraj Singh (SF0064650), 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 one borrower, amounting to Rs. 4,480/-, and again failed to record these transactions in FIMO. Note: - Due to a Technical Issue in the DAPS Application, the case has been booked under the wrong branch (Dungarpur), Actually, the case is pertaining to the Genji Branch."

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)**

