



# SPANDANA

## Notice Of Inquiry

Date : 16/6/2025

To,  
**Employee Name** : Manoj  
**Employee ID** : SF0091676  
**Designation** : Customer Retention Associate  
**Branch** : RJ2863-Chittorgarh

### Subject : Notice Of Inquiry

Dear Manoj,

With reference to the Show Cause Notice dated 07/05/2025 and the Detailed Show Cause Notice dated 15/05/2025, please be informed that the management has decided to conduct an Internal Inquiry regarding the allegations levelled against you.

We note that no written explanation has been received from you regarding the Show Cause Notice dated 07/05/2025 and the Detailed Show Cause Notice dated 15/05/2025. Consequently, an Internal Inquiry will be conducted into the alleged charges mentioned in both notices.

Given the above, the Zonal Enquiry Committee has been appointed to conduct an Inquiry on 18/06/2025 through video call using official registered phone number or through your number as per the company's records or in person attendance at the designated location whereas the other parties like witnesses and management representative will also be present.

You are strongly advised to attend the Inquiry as per the above and present your case including any supporting's with evidence, documents or witnesses. Further, you will be given a fair opportunity to defend your case.

If you fail to attend the scheduled Inquiry, the Committee will proceed with the Inquiry in your absence (Ex-Parte) based on evidence and records available in the case. And the decision taken accordingly and communicated to you.

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

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