



# SPANDANA

## Suspension Order

Date : 7/5/2025

To,  
**Employee Name** : Suraj Singh Songara  
**Employee ID** : SF0055106  
**Designation** : Branch Quality Manager  
**Branch** : MPGL1357

### Subject : Suspension Order

Dear Suraj Singh Songara,

With reference to the Complaint ID DC-FY-2025-01138 which has been reported on 06/05/2025.

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.22,720/- on 10th Dec-2024 from the Borrower- Maya Suryavanshi Loan No- 351725848 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 07/05/2025, 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)**