



# SPANDANA

## Detailed Show Cause Notice

Date : 27/5/2025

To,  
**Employee Name** : Vivak kumarSinha  
**Employee ID** : SF0063525  
**Designation** : Credit Assistant  
**Branch** : JHGL2045-Giridih

### Subject : Detailed Show Cause Notice

Dear Vivak kumarSinha,

With reference to the complaint number DC-FY-2025-01124 which has been reported on 07/05/2025.

Following your exit on 15/12/2024 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

It has been found that You have collected EMI amount of total Rs.2200/- on 22nd April-2025 from the Borrower-Usha Dey for Loan No- 350071591 which were not posted in FIMO nor submitted at the branch.

### IA Observations

Fraud Investigation Required :	Yes
Total Fraud Amount	81281
Amount Recovered as On Date	12810
Due Amount	68471

Remarks : During field verification observed that LO Vivak Kumar Sinha (SF0063525) had embezzled 05 Borrower's Loan Instalments & Preclose of Rs. 81,281/- and out of that Rs. 12,810/- accounted in FIMO as EMI and now total of Rs. 68,471 yet to be recovered from the alleged staff. We have collected evidence from all 5 borrowers i.e., Digital Receipt, Loan cards and Borrower Statement.

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)**