



# SPANDANA

## Show Cause Notice

Date : 4/4/2026

To,  
**Employee Name** : Praveen P  
**Employee ID** : SF0092918  
**Designation** : Branch Manager  
**Branch** : KLGL2326

### Subject : Show Cause Notice

Dear Praveen P,

With reference to the complaint number DC-FY-2026-00385 which has been reported on 01/04/2026.

It has been reported that due care is not taken by you while discharging your job responsibilities. An allegation of Policy Violation against Code of Conduct, Using own / relatives' bank account for routing customer's EMI payment under Non-Financial misconduct has been made against you. It has been found that

During the general audit it has been observed that you haven't followed the loan Collection process i.e., Digital Payments (EWI amount) collected by your Personal Account.

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 48 hours from day 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**

**Ranjeeta Gupta**  
**Vice President (Human Resources)**

From,

PRAVEEN. P

Mannarkkad Branch

EMP. ID: SF0092918

To,

MIKHIL K MADAN

SHR - Kerala

Subject: Explanation For show Cause Notice DC-FY-2026-00385

Dear Sir,

I would like to submit my explanation regarding the show cause notice issued to me.

I am aware of the company policy that payments from borrowers should be collected only through the official payment link/QR code and not through any personal account.

In this instance, I had shared the official payment link/QR code with the borrower for making the payment. However, the borrower was not familiar with using the payment link/QR code and faced difficulty while attempting the transaction. The borrower did not inform me about this issue, and without my knowledge, directly transferred the amount to my personal Gpay account.

I would like to clearly state that I did not instruct or request the borrower to transfer the amount to my personal account. This incident occurred without my knowledge or consent.

I sincerely regret the inconvenience caused and assure that such incidents will not be repeated in the future. I will ensure that borrowers are properly guided and all payments are strictly made only through official company-approved channels.

Kindly consider my explanation and take a lenient view in this matter.

Date: 07/04/2026

Place: Mannarkkad

Yours Faithfully

PRAVEEN. P