



# SPANDANA

## Suspension Order

Date : 16/5/2025

To,  
**Employee Name** : Goutam Biswas  
**Employee ID** : SF0077904  
**Designation** : Branch Manager  
**Branch** : WB3813

### Subject : Suspension Order

Dear Goutam Biswas,

With reference to the Complaint ID DC-FY-2025-01311 which has been reported on 10/05/2025.

We understand that there is a serious allegation regarding Non-Financial made against you. It has been reported that

5 Loans were sanctioned during your leave period, where this was totally against the policy violation from period Nov-2024 to Jan-2025.

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 16/05/2025, 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)**