



SPANDANA

Office Order - Termination

Date : 11/6/2025

To,
Employee Name : Shivam Singh
Employee ID : SF0087583
Designation : Credit Assistant
Branch : UP3463-Chaubepur

Subject : Office Order - Termination

Dear Shivam Singh,

This is in reference to your employment with Spandana Sphoorty Financial Limited (hereinafter referred to as "the Company").

In the matter of your Financial misconduct committed have resulted in financial damage/loss to the Company, which falls under Level 1 category as per the defined disciplinary policy.

You were served Show Cause Notice ("ISCN & DSCN") and a Notice of Inquiry ("NOI") vide letters dated 08/04/2025, 30/04/2025 and 06/05/2025 respectively which were served via your personal/official email and registered correspondence address.

You have responded to DSCN Issued on , 30/04/2025.Despite being given an opportunity, you did not attended the Inquiry Proceedings informed to you vide NOI dated 06/05/2025.

After going through all available facts and circumstances it has been established that you have committed the violation with ulterior intention which constitutes misconduct and due to the same Company has lost confidence in your ability to continue in your role.

Accordingly, as per the Company's Disciplinary Policy & Procedures, you are hereby dismissed from the services with immediate effect i.e. effective from 07/04/2025.

It is pertinent to note that the Company has lodged a formal complaint, and the registration of an FIR is currently under process for the fraud committed against the Company.

You are required to return all the Company property provided to you during your employment with the Company (such as files, documents, electronic devices etc.) to the concerned authorized official during the official hours and contact the Human Resource and Accounts department of the Company for full and final settlement process.

Due to your above act, Company had incurred a loss of Rs. 383637 . Hence you are not entitled for any terminal benefits other than P.F. & Company reserves the right to proceed against you legally before proper authority for recovering the balance amount if any after adjusting your terminal benefits.

**For Spandana Sphoorty Financial Limited
Authorized Signatory**

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