

To,

The HR Department

Sub:- Reply to Show Cause Notice
dated 29-06-2026

Dear Sir,

I, Srikanta Kumar Rout (Employee ID: SF0082387),
Working as Area Head for the Jaleswar Area,
hereby submit my response to the show
cause notice issued to me on 29-06-2026
regarding the allegation of process lapses,
failure in supervision, and negligence in
work at the branch level.

I joined the Jaleswar cluster on 04-06-2026,
where I was assigned responsibility for five
branches: Remuna, Baripada, Basta, Jaleswar &
Baliapal. From the very beginning of my assign-
ment, I instructed and cautioned all
employees under my supervision to strictly
adhere to the company's policies, operational
guidelines, and compliance requirement. I
repeatedly emphasized that no employee should
involve in any fraudulent or unethical
activity.

During my tenure, I regularly visited all the
branches, conducted branch reviews, attended centre
meetings, and monitored branch operations to the
best of my ability. Approximately one month after
joining, I observed suspicious activities involving
certain employees, without any delay, I escalated
the matter to the concerned authorities by raising
a complaint through email. This demonstrates that
I prompt action whenever any irregularity came
to my notice.

At the time of my branch visits and inspections,
I did not find any evidence indicating fraudulent
activities by any staff. I have always performed
duties sincerely, responsibly, and with complete dedication.

At no point did I encourage or ignore or misconduct and I consistently advised my team to comply with all company policies and procedures.

I therefore request you to kindly consider my explanation sympathetically and review the matter based on the facts and my sincere efforts towards maintaining compliance and operational discipline. I assure you of my continued commitment to performing my responsibilities with the highest standards of integrity and diligence.

Yours Faithfully

Srikanth Reddy

SF0082387

Jaleel