



## SPANDANA

### Suspension Order

Date : 7/6/2025

To,  
**Employee Name** : Ritik Kumar Singh  
**Employee ID** : SF0080399  
**Designation** : Credit Assistant  
**Branch** : BH3383-Mahammadpur

**Subject : Suspension Order**

Dear Ritik Kumar Singh,

With reference to the Complaint ID DC-FY-2025-01909 which has been reported on 04/06/2025.

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

It has been found that "You have collected multiple EMI's amount of total Rs.14,660/- on 02nd August- to December- 2024 and 15th April-2025 from the Borrower- Urmila devi for Loan No- 353420258, Silki devi for Loan No-358967186, which were not posted in FIMO nor submitted at the branch.

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 07/06/2025, 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)**