



# SPANDANA

## Show Cause Notice

Date : 5/6/2025

To,  
**Employee Name** : Ritesh Singh  
**Employee ID** : SF0072674  
**Designation** : Cluster Manager  
**Branch** : UP3368

### Subject : Show Cause Notice

Dear Ritesh Singh,

With reference to the complaint number DC-FY-2025-01874 which has been reported on 05/06/2025.

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 under Non-Financial misconduct has been made against you. It has been found that

It has been reported that an allegation for not depositing the Cash at branch on 4th June 25 amount of Rs. 6469/- by the staff under the branch - Rudhali - UP3558 from your cluster has been made against you violating the code of conduct. Such practices lead to the departmental integrity issue and against the company's code of conduct". ,It has been reported that an allegation for not depositing the Cash at branch on 4th June 25 amount of Rs. 10935/- by the staff under the branch - Manakapur - UP3615 from your cluster has been made against you violating the code of conduct. Such practices lead to the departmental integrity issue and against the company's code of conduct".

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**

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