



SPANDANA

Show Cause Notice

Date : 9/6/2025

To,
Employee Name : Harish Sahu
Employee ID : SF0087699
Designation : Cluster Manager
Branch : CLMP168

Subject : Show Cause Notice

Dear Harish Sahu,

With reference to the complaint number DC-FY-2025-01922 which has been reported on 07/06/2025.

It has been reported that due care is not taken by you while discharging your job responsibilities. An allegation of Process lapse under Non-Financial misconduct has been made against you. It has been found that

Mr. Rajendra Lodhi (SF0053315), a Credit Assistant in Seoni branch under Mr. Harish Sahu's cluster had resigned and recorded his last working day as 11th March 2025. However, Mr. Harish Sahu via his email dated 20th February 2025, informed to the Regional HR that Rajendra Lodhi was not reporting to branch and advised to update his last working day as 18th February 2025. However, after updating the last working day, Rajendra Lodhi came to branch applied for attendance regularization till 11th March 2025. Surprisingly, the same was approved by Mr. Harish Sahu whereas he had only advised to mark the last working day as 18th February 2025.

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)