



## SPANDANA

### Detailed Show Cause Notice

Date : 20/6/2025

To,  
**Employee Name** : Narendra Singh  
**Employee ID** : SF0077105  
**Designation** : Credit Assistant  
**Branch** : RJ3394-Pratap Nagar

#### Subject : Detailed Show Cause Notice

Dear Narendra Singh,

With reference to the complaint number DC-FY-2025-02031 under the Collection Misappropriation, an Initial Show Cause Notice was served on dated 14/06/2025, wherein you have not replied

Further to the above, the fraud investigation has been conducted and a report has been submitted. It has been found that you are engaged in the below charges of Collection Misappropriation.

Following are the charges in detail:

#### IA Observations

Fraud Investigation Required :	Yes
Total Fraud Amount	4400
Amount Recovered as On Date	0
Due Amount	4400

Remarks : "Dear Team, Based on the Internal Audit team's verification for June 2025, the following findings have been observed regarding LO Narendra Singh (SF0077105). Incident Summary Nature of Discrepancy: LO Narendra Singh collected EMI from the borrower but did not submit these funds to the branch. FIMO Posting Status: No amount was updated in FIMO. Recovery Process: Initiate the recovery procedures to retrieve the pending amount of ₹4,400 from the delinquent funds. Note: - Due to a technical issue in the DAPS application, the case has been erroneously booked under the Pratap Nagar (RJ3394) branch. Upon review, it has been confirmed that the case actually pertains to the Kekri (3217) branch.

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 21 days 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)**