



SPANDANA

Suspension Order

Date : 13/6/2025

To,
Employee Name : Manish Kumar Saini
Employee ID : SF0078033
Designation : Branch Manager
Branch : RJ3865

Subject : Suspension Order

Dear Manish Kumar Saini,

With reference to the Complaint ID DC-FY-2025-02025 which has been reported on 12/06/2025.

We understand that there is a serious allegation regarding Financial made against you. It has been reported that It has been found that "Closing cash amount misappropriation of Rs.15,617/- in Taranagar/ RJ3865 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 13/06/2025, 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)