



# SPANDANA

## Detailed Show Cause Notice

Date : 26/6/2025

To,  
**Employee Name** : Rajesh Singh  
**Employee ID** : SF0086067  
**Designation** : Credit Assistant  
**Branch** : RJ3047

### Subject : Detailed Show Cause Notice

Dear Rajesh Singh,

With reference to the complaint number DC-FY-2025-02024 under the Shortage of Cash, an Initial Show Cause Notice was served on dated 26/06/2025, 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 Shortage of Cash.

Following are the charges in detail:

#### IA Observations

Fraud Investigation Required :	Yes
Total Fraud Amount	15617
Amount Recovered as On Date	0
Due Amount	15617

Remarks : "Dear Team, Below is a detailed summary of the discrepancies observed during the recent cash verification at the Taranagar branch, along with recommended action steps. 1. Incident Overview FIMO Opening Balance: Rs. 41,259 Physical Cash in Safe: Only Rs. 5 found Total Deposit Made Today: Rs. 11,390 Rs. 10,020 from the opening cash on 13-06-25 Rs. 1,370 from the collection amount on 13-06-25 Identified Cash Shortfall: Rs. 31,234 Additional observation indicates that as per BQM Manish Kumar (SF0095686), who was scheduled to arrive at the Taranagar branch at 06:00 PM on 06-06-2025 from the Jhunjhunu branch, it was discovered that on 05-06-25 the branch closing amount of Rs. 31,234 was taken away by: Branch Manager: Manish Kumar Saini (SF0078033) Loan Officer: Rajesh Singh (SF0086067) These executives have absconded, and the missing cash remains unreturned."

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)**

