



SPANDANA

Initial Show Cause Notice

Date : 26/6/2025

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

Subject : Initial Show Cause Notice

Dear Rajesh Singh,

With reference to the Complaint ID DC-FY-2025-02024 which has been reported on 12/06/2025. it has come to the Company's attention based on the prima facie evidence, that you were allegedly involved in financial misappropriation during your tenure.

It has been reported that due care is not taken by you while discharging your job responsibilities. An allegation of Shortage of Cash under "Financial" misconduct has been made against you. It has been found that

It has been found that "Closing cash amount misappropriation of Rs.15,617/- in Taranagar/ RJ3865 branch (He is the second safe locker key holder).

A preliminary investigation has been conducted and given the nature and severity of the alleged misconduct, this matter is being escalated for further inquiry in accordance with the Company's Disciplinary Policy & Procedures.

You are hereby informed that any deviation or misconduct while discharging the official responsibilities, including any other violation of the Company policies, constitutes serious misconduct as per the Company's Disciplinary Policy and Procedures.

You are hereby directed to submit a written explanation within forty-eight (48) hours from the receipt of this 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 Disciplinary policy.

For Spandana Sphoorty Financial Limited
Authorized Signatory

Radhakrishna Eale
Senior Vice President (Human Resources)