



SPANDANA

Notice Of Inquiry

Date : 23/6/2025

To,
Employee Name : Jaya Rao Melam
Employee ID : SF0058834
Designation : Branch Manager
Branch : APIL1001

Subject : Notice Of Inquiry

Dear Jaya Rao Melam,

With reference to the Show Cause Notice dated 14/04/2025 and the Detailed Show Cause Notice dated 20/05/2025, please be informed that the management has decided to conduct an Internal Inquiry regarding the allegations levelled against you.

We acknowledge receipt of your written explanation dated 16/04/2025 regarding the Show Cause Notice dated 14/04/2025, and note that no written explanation has been received from you regarding the Detailed Show Cause Notice dated 20/05/2025. Consequently, an Internal Inquiry will be conducted into the alleged charges mentioned in both notices.

Given the above, the Zonal Enquiry Committee has been appointed to conduct an Inquiry on 24/06/2025 through video call using official registered phone number or through your number as per the company's records or in person attendance at the designated location whereas the other parties like witnesses and management representative will also be present.

You are strongly advised to attend the Inquiry as per the above and present your case including any supporting's with evidence, documents or witnesses. Further, you will be given a fair opportunity to defend your case.

If you fail to attend the scheduled Inquiry, the Committee will proceed with the Inquiry in your absence (Ex-Parte) based on evidence and records available in the case. And the decision taken accordingly and communicated to you.

For Spandana Sphoorty Financial Limited
Authorized Signatory

Radhakrishna Eale
Senior Vice President (Human Resources)