



SPANDANA

Suspension Order

Date : 11/4/2025

To,
Employee Name : Jaya Rao Melam
Employee ID : SF0058834
Designation : Branch Manager
Branch : APIL1001-Addanki(Medarametla)

Subject : Suspension Order

Dear Jaya Rao Melam,

With reference to the Complaint ID DC-FY-2025-00275 which has been reported on 08/04/2025.

We understand that there is a serious allegation regarding Financial made against you. It has been reported that

An allegation of "Financial Misappropriation" has been made against you. It has been found that "You have Collected 01 Pre-close of total amount Rs.26,500/-on 24th March- 2025 from the Borrower -Devarakonda Anjali for Loan No- 355946432, which were not Posted in FIMO nor submitted at the 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 11/04/2025, 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)