



# SPANDANA

## Detailed Show Cause Notice

Date : 15/4/2025

To,  
**Employee Name** : Hemendra Singh  
**Employee ID** : SF0069926  
**Designation** : Branch Quality Manager  
**Branch** : RJ3844

### Subject : Detailed Show Cause Notice

Dear Hemendra Singh,

With reference to the complaint number DC-FY-2025-00285 under the Fake bills submission, an Initial Show Cause Notice was served on dated 14/04/2025, 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 Fake bills submission.

Following are the charges in detail:

### IA Observations

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

Remarks : Dear Team, During the internal audit team's verification in April 2025, the following observations were noted: - On April 2025, a BQM submitted claims for Maintenance, Water, Cartridge, and Stationery bills. However, the accounts team rejected all transactions on the same day. - Subsequently, the accounts team informed the business team via email to verify the incident. - The business team registered a complaint with the complaint team regarding the issue. It was confirmed that the claimed amount was not withdrawn from the branch. Additionally, this case has been categorized under the financial category. We request that it be reclassified under the non-financial category.

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)**