



SPANDANA

Suspension Order

Date : 11/4/2025

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

Subject : Suspension Order

Dear Hemendra Singh,

With reference to the Complaint ID DC-FY-2025-00285 which has been reported on 11/04/2025.

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 manipulated the Maintenance Charges Bills, Cartage Riffing Bills, Water Bills, and Statutory Bills of total amount Rs.4,000/- on April month -2025.

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)