



# SPANDANA

## Initial Show Cause Notice

Date : 16/4/2025

To,  
**Employee Name** : Arbaz Khan  
**Employee ID** : SF0085524  
**Designation** : Credit Assistant  
**Branch** : UP3392-Simbrauli

### Subject : Initial Show Cause Notice

Dear Arbaz Khan,

With reference to the Complaint ID DC-FY-2025-00426 which has been reported on 14/04/2025. 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 Collection Misappropriation under "Financial" misconduct has been made against you. It has been found that

It has been found that employee missing from the field with collection amount of Rs.19,634/- on 10th April-2025.

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)**