

Explanation \* Letter

Date: 02/12/25  
Branch: Podili

To,

DAPS Admin,

Sudheer Muddapu,

Sotta Harinath,

Shivraj MH,

SPANDANA SPHOORTY Financial LTD.

Subject: - written explanation to show case  
notice case

Respected sir/madam,

I, Banavath chirma vastam Naik, working as a credit Assistant EMP ID: SF0095287, respectfully submit this written explanation in response to the show case notice dated 17/11/25 regarding the alleged financial discrepancy.

In the month of July, I was instructed by the loan officer Namburi Chiranjeevi EMP ID: SF0094978 to collect an EMI amount from a customer in my center line. I collected the said amount and intended to post it through the FIMO overdue collection option on the company's FIMO portal.

During the audit verification, it was ~~was~~ observed that the posting of the collected amount was not reflected in the system. I sincerely submitted that this happened unintentionally and without any wrong intention.

After identifying the issue, I discussed it with the concerned loan officer N. Chiranjeevi. Later, my father visited the customer's village and collected the total amount of 9,480/- after which I completed the posting in the FIMO overdue collection system for the below loan ID's: 354206497/  
358334733.

I deeply regret the inconvenience caused to the management due to this oversight. I assure you that such an incident will not occur again. I remain committed to following all company rules and procedures properly.

Therefore, I humbly request the higher authorities to kindly consider my explanation and withdraw the show cause notice issued against me.

Thanking you,

Yours sincerely

Banavath Chinna  
Vastam Naik

Credit Assistant  
Employee ID: SF0095287