

Jasthi Venkata Rama Krishna Chowdary

From: Raghav Grandhi
Sent: Wednesday, December 3, 2025 1:56 PM
To: DAPS Admin; Jasthi Venkata Rama Krishna Chowdary
Cc: Venkata Ramana Ratnakaram; G Parthasarathy
Subject: RE: Show Cause Notice DC-FY-2025-05536

Dear Sir,

This letter is in response to the Show Cause Notice dated 02nd Dec 2025 regarding the use of my personal laptop to attend an official virtual meeting on 27th Nov 2025. I sincerely acknowledge that using a personal device for official work, even in the situation I faced, is a violation of the company's Information Security Policy.

Circumstances Leading to the Incident

The situation arose due to an unplanned oversight caused by illness:

- I was unwell on 26th Nov 2025 and unintentionally left my official laptop at the office when leaving for home.
- On the following day, 27th Nov 2025, I was asked to urgently join a Teams meeting.
- I first attempted to connect through my personal mobile, but the connection failed due to technical issues.
- To ensure I did not miss the important meeting, I used my personal laptop as a last option to join the call.

Commitment to Data Security

As an Information Security professional, I fully understand the importance of maintaining confidentiality and data integrity. I confirm that no company data was downloaded, stored, or compromised, and I took utmost care to ensure secure handling during the brief use of my personal device.

Assurance and Future Compliance

I regret this lapse and understand the seriousness of the policy deviation. This was an isolated incident, and I have taken steps to ensure my official laptop is always available and ready for use. Going forward, I will strictly follow the Information Security Policy and use only my company-issued laptop for all work-related communication and activities.

I kindly request your understanding of the circumstances that led to this incident, and I sincerely thank you for considering my explanation.

Regards

Raghav Grandhi

Associate Vice President | Risk Management

M:9949900600

Spandana Sphoorty Financial Limited

Galaxy Wing B, 16th Floor, Opp IKEA, Hyderabad - 500081



From: DAPS Admin <dapsadmin@spandanasphoorty.com>

Sent: 02 December 2025 18:11

To: grandhiraghav@gmail.com; Raghav Grandhi <raghav.grandhi@spandanasphoorty.com>

Subject: Show Cause Notice DC-FY-2025-05536

Dear Raghav Grandhi,

This is to bring your kind attention that the Case DC-FY-2025-05536, has been registered on 02/12/2025 on the charges of Non-Financial.

Therefore, a show cause notice is attached herewith seeking your response (written explanation) on the above said allegations within 48 hours from the receipt of this notice, failing which the company will take necessary action as per its policies & procedures.

To reply regarding this case, please [click here](#).