

Jasthi Venkata Rama Krishna Chowdary

From: G Parthasarathy
Sent: Tuesday, December 16, 2025 11:33 AM
To: Jasthi Venkata Rama Krishna Chowdary
Cc: Prashant Rai; Venkata Ramana Ratnakaram
Subject: RE: Reg : Explanation required

Recommending to issue warning letter

Warm Regards
G Parthasarathy
9884602188

From: Jasthi Venkata Rama Krishna Chowdary <ramakrishna.jasthi@spandanasphoorty.com>
Sent: 16 December 2025 11:15
To: G Parthasarathy <parthasarathy.g@spandanasphoorty.com>
Cc: Prashant Rai <prashant.raai@spandanasphoorty.com>; Venkata Ramana Ratnakaram <venkataramana.r@spandanasphoorty.com>
Subject: RE: Reg : Explanation required

Dear Parthasarathy sir,

We have received the reply from Mr. Raghav against the SCN issued on the said charges.

Employee Response

“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.”

Hence requesting your recommendation towards the case closure under Process lapse defined under L2 misconduct.

Thanks and Regards,

Rama Krishna Jasthi

Senior Manager | Human Resources

M:9177022280

Spandana Sphoorty Financial Limited

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



Integrity | Collaboration | Agility | Receptiveness | Empathy

From: G Parthasarathy parthasarathy.g@spandanasphoorty.com

Sent: Friday, November 28, 2025 1:52 PM

To: Jasthi Venkata Rama Krishna Chowdary ramakrishna.jasthi@spandanasphoorty.com

Cc: Prashant Rai prashant.rai@spandanasphoorty.com; Venkata Ramana Ratnakaram venkataramana.r@spandanasphoorty.com

Subject: FW: Reg : Explanation required

Dear Ramakrishna,

Please send a show cause notice to the mentioned employee and seeking explanation .

Warm Regards

G Parthasarathy

9884602188

From: G Parthasarathy

Sent: 27 November 2025 18:50

To: Venkata Ramana Ratnakaram <venkataramana.r@spandanasphoorty.com>

Cc: Prashant Rai <prashant.rai@spandanasphoorty.com>

Subject: Reg : Explanation required

Dear Venkata,

During our discussion today with you, Avinash (Infra Head), and myself, it came to light that Mr. Raghav Grandhi had availed the work-from-home option citing health issues. Since there was a scheduled meeting with the IT-Infra team, we attempted to verify certain details related to Privilege Access Management (PAM). Accordingly, we requested Mr. Raghav to join via Teams and demonstrate the required information. However, it was extremely concerning to learn that he had logged in using his personal laptop, while his official laptop was left in the office. This raises a critical question: **How was he permitted to use a personal device for official work, particularly given his role in the InfoSec department?** Who authorised this? If you had approved his work-from-home request, I need clarity on what tasks were assigned to him today and how his work was monitored.

Please also explain the applicable Work-From-Home policy, the criteria under which WFH is granted, and whether any exceptions were made in this case. We cannot afford any compromise in IT security protocols, more so from an InfoSec team member.

As discussed, kindly share the KRAs of yourself and your team members at the earliest.

Warm Regards
G Parthasarathy
9884602188