



SPANDANA

Show Cause Notice

Date : 17/12/2025

To,
Employee Name : Amit Kumar Pandey
Employee ID : SF0095015
Designation : Credit Assistant
Branch : BH3022

Subject : Show Cause Notice

Dear Amit Kumar Pandey,

With reference to the complaint number DC-FY-2025-05718 which has been reported on 17/12/2025.

It has been reported that due care is not taken by you while discharging your job responsibilities. An allegation of Process lapse under Non-Financial misconduct has been made against you. It has been found that

An allegation for negligence in LUC process violating the Code of conduct" has been made against you. Such practices lead to the departmental integrity issue and against the company policy.

You are hereby informed that any deviation on the part of any official of the Company while discharging the official responsibilities or any other deviation from the Company policies during the same is serious misconduct as per the policy and procedures of the Company.

The above act of yours if proven will amount to serious misconduct on your part and gross violation of the Company's Disciplinary policy & procedures and attract serious disciplinary actions.

Given the above you are asked to explain/reply through the mail id or the mobile number which was registered as per the company records, if any, within 48 hours from day of receipt of this show cause 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 records available, on the presumption that you have no explanation and have accepted the above alleged charges.

For Spandana Sphoorty Financial Limited
Authorized Signatory

Ranjeeta Gupta
Vice President (Human Resources)

सेवा में

श्रीमान HR महोदय
विषय - LUC जल्द UPLAODE होने के
संबंध में

महोदय - सविनय निवेदन यह
है कि मैं अमित कुमार पाण्डेय
EMP-ID - SF0095015 जो कि
जगदीशपुर BH(3022) शाखा में
कार्यरत हूँ मैंने द्वारा कुछ
LUC जल्द अपलोड हो गया था
श्रीमान से निवेदन है कि ऐसी
जल्दी फिर से नहीं होगी
मुझे क्षमा किया जाय और मैंने
INCENTIVE HOLD नहीं किया जाये

दिनांक - 18/12/25

आपका आज्ञाकारी EMP अल!

नाम - अमित कुमार पाण्डेय

EMP-ID - SF0095015

सेवा में