



# SPANDANA

## Show Cause Notice

Date : 18/12/2025

To,  
Employee Name : Rangila Kumar  
Employee ID : SF0096941  
Designation : Credit Assistant  
Branch : BH3956

### Subject : Show Cause Notice

Dear Rangila Kumar,

With reference to the complaint number DC-FY-2025-05715 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 Sir  
विषय :- LUC गलत upload होने के संबंध में  
महोदय स्वयंसेवक विक्रम बहाल है की  
में Rangila Kumar  
EMP-id - SF0096941 को नोट-2  
(BH3956) शाखा में अर्जित है।  
मेरे द्वारा कुछ LUC गलत upload हो  
जाया है

नाम - रंजीला कुमार  
EMP-id - SF0096941  
दिनांक - 19/12/2025

अतः श्रीमान से मुझे विक्रम हो कि ऐसी  
गलती फिर से नहीं होगी  
मुझे क्षमा किया जाऊँ और  
मेरा incentive hold नहीं किया  
जाए।

R. K. Yadav