



## SPANDANA

### Inactive Notice of Inquiry

Date : 3/6/2025

To,

**Employee Name** : Venkateswara rao Undrajarapu

**Employee ID** : SF0046647

**Designation** : Branch Manager

**Branch** : AP3914-Prathipadu

### Subject : Inactive Notice of Inquiry

Dear Venkateswara rao Undrajarapu,

With reference to the Detailed Show Cause Notice dated 05/05/2025, please be informed that the management has decided to conduct an Internal Inquiry regarding the allegations levelled against you.

However, the management has decided to conduct an internal inquiry on the alleged charges mentioned in the Show Cause Notice served on you dated 03/06/2025.

Given the above, Zonal Inquiry Committee has been appointed to conduct an inquiry on 03/06/2025. You are advised to contact your State HR or than your Reporting Manager. in person attendance at the designated location whereas the other parties like witnesses and management representative will also be available.

You are strongly advised to attend the Inquiry as per the above and present your case including any supporting's with evidence, documents or witness. Further, you will be given a fair opportunity to defend your case.

If you fail to attend the scheduled the inquiry, the Committee will proceed with the Inquiry in your absence (Ex-Parte) bases on evidence and records available in the case. And the decision taken accordingly and will be communicated to you.

**For Spandana Sphoorty Financial Limited**  
**Authorized Signatory**

**Radhakrishna Eale**  
**Senior Vice President (Human Resources)**