



# SPANDANA

## Detailed Show Cause Notice

Date : 23/4/2025

To,  
**Employee Name** : Naveen  
**Employee ID** : SF0096300  
**Designation** : Credit Assistant  
**Branch** : RJ2922-Bhinder

### Subject : Detailed Show Cause Notice

Dear Naveen,

With reference to the complaint number DC-FY-2025-00632 which has been reported on 21/04/2025.

Following your exit on 26/03/2025 by way of resignation/termination from the organization, it has been allegedly reported that you were involved in a Financial Misappropriation. Consequently, the Company initiated an internal investigation. It has been found that

It has been found that "You have collected 02 EMI's amount of total Rs.4,995/-on 07th & 09th february-2025 from Borrower's- Jamna Kumari Meena for Loan No-350217174, Savita for Loan No-352150967 which were not posted in FIMO nor submitted at the branch.

### IA Observations

Fraud Investigation Required :	Yes
Total Fraud Amount	4995
Amount Recovered as On Date	0
Due Amount	4995

Remarks : Dear Team, As per the findings of the Internal Audit (IA) Team during the verification conducted in April 2025, it was observed that a fraud amounting to Rs. 4,995/- has taken place. Specifically, the Loan Officer, Naveen (SF0096300), collected amounts from borrowers but failed to perform the following actions: The collected amount was not posted in FIMO. The collected amount was not deposited in the branch. Additionally, it was observed that the Loan Officer collected EMI payments from two borrowers, amounting to Rs. 4,995/-, and again failed to record these transactions in FIMO.

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 21 days 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**

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