



SPANDANA

Detailed Show Cause Notice

Date : 30/4/2025

To,
Employee Name : Mahesh Kumar Yadav
Employee ID : SF0091792
Designation : Branch Quality Manager
Branch : RJ3504-Malpura

Subject : Detailed Show Cause Notice

Dear Mahesh Kumar Yadav,

With reference to the complaint number DC-FY-2025-00827 under the Theft, an Initial Show Cause Notice was served on dated 28/04/2025, wherein you have not replied

Further to the above, the fraud investigation has been conducted and a report has been submitted. It has been found that you are engaged in the below charges of Theft.

Following are the charges in detail:

IA Observations

Fraud Investigation Required :	Yes
Total Fraud Amount	67560
Amount Recovered as On Date	0
Due Amount	67560

Remarks : Dear Team, I am writing to bring to your attention an issue identified during the Internal Audit (IA) conducted in April 2025. As per the findings of the business team and subsequent verification by IA, it has been observed that the Branch Quality Manager, Mr. Mahesh Kumar Yadav (Employee ID: SF0091792), left the branch premises with a collection amount totaling Rs. 67,560/-. However, he failed to fulfill the following actions: - Deposit of collected amount: The amount in question was not deposited in the company's bank account as required. - Unaccounted withdrawal: It was noted that the collected amount was taken from the branch locker, specifically from the vault, without proper documentation or authorization. Furthermore, the Branch Quality Manager left the branch premises without providing any prior information or update regarding the withdrawal or deposit of funds, resulting in the pending recovery of Rs. 67,560/-. This matter requires urgent attention. Kindly advise on the immediate course of action to address this discrepancy and recover the pending amount.

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)

