



# SPANDANA

## Suspension Order

Date : 28/4/2025

To,  
**Employee Name** : Ravindra Mahura  
**Employee ID** : SF0072245  
**Designation** : Branch Quality Manager  
**Branch** : UP3410-Kasganj

### Subject : Suspension Order

Dear Ravindra Mahura,

With reference to the Complaint ID DC-FY-2025-00807 which has been reported on 23/04/2025.

We understand that there is a serious allegation regarding Financial made against you. It has been reported that

As the designated key holder of the locker, you had earlier confirmed that both keys were lost. However, upon opening the locker later, it was found that the collection amount was also missing from the locker.

Since the allegation happens to be of a serious in nature and amounts to gross misconduct as per the Company's Policy and Procedures of the Company applicable to you. Given the above, you are hereby suspended from duty with immediate effect i.e. from 28/04/2025, pending enquiry (as per Company's policy). You are advised to stay at your residence and not to mark attendance till further notice. Also, you are hereby advised immediately to surrender all files/documents/computers etc. to your reporting authority.

In case of any investigation requirement, management will communicate you to attend at office premises or any other place of business / operations.

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

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