



## EXTENDED WORK REPORT

INDUSTRIAL PLOT NO.:11, AREA III, NAGAVALLI AMMAN KOIL STREET, MARAIMALAI NAGAR,  
CHENGALPATTU - DISTRICT TAMILNADU - 603209, INDIA PHONE : +91 44 27453333 / 32  
Email: admin@saryam.com / service@saryam.com

<b>Name of Employee:</b>		<b>Date:</b>
<b>Employee Code No:</b>		<b>Grade:</b>
<b>Designation / ID.No:</b>		
<b>Department</b>		
<b>No. Of Hours required to complete</b>		
<b>Project Name</b>		
<b>Nature of Work</b>		
<b>Reason for not- completing work during working hours</b>		
<b>Remarks</b>		
<b>Signature of the Employee</b>	<b>Signature of HOD</b>	<b>Authorised Signatory</b>

**Signature of Admin Dept :**

**Note:**

1. To be planned and informed admin department before the office hours closes.
2. Generally late working is allowed, however EWP form to be filled and hand over to Security, before leaving.
3. Extended Work Report should be submitted to admin dept, if working hour exceeds 19.00 hour.