



Material Loss / Damage / Repair 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

| | | | | | |
|----------------------|---|--|--|---|--|
| Name of the Employee | : | | Date | : | |
| Employee Code No: | : | | Grade | : | |
| Designation | : | | Department | : | |
| Date of Incident | : | | Reported On | : | |
| Reported to | : | | Value of Material (to be filled by admin dept) | : | |
| Venue of Incident | : | | | | |

| S. No. | Name of the Material | Model / Part No. | Make | Qty |
|--------|----------------------|------------------|------|-----|
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Detailed Description about Damage / Loss / Repair of the material:

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| Cause of Damage / Loss / Repair : | | | |
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| Employee Signature | Reporting Head | Deputy Manager | Admin Dept |
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Managing Director / Director