



## On Duty Form (ODF)

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

Name of Employee:				Date:
Employee Code No:				Grade:
Designation :				Department:
On Duty Date (Work attended during Working days)	Day	Customer Name	Place	
On Duty Date (work attended during Holiday)	Name of the Holiday	Customer Name	Place	
Instructed By				
Remarks				
Signature of the Employee	Signature of HOD	Admin Dept	MD / Director	

**Note: Please refer & follow Company's Policy**

1. Copy of Report to be attached.