

Manual Loss Register Book

Company/Organization Name: _____

Department/Location: _____

Register No.: _____

Loss Register Table

S.No	Date of Loss	Loss Type/Description	Location	Value/Amount (₹)	Reported By	Action Taken	Remarks	Signature

Important Notes

- Every loss, theft, or damage incident must be recorded promptly and accurately.
- Ensure details like date, description, and value are filled in legibly for future reference.
- This register should be maintained securely and reviewed regularly by authorized personnel.
- Any corrective or preventive measures taken should be clearly mentioned under "Action Taken".
- Signature of the responsible authority is mandatory to validate each entry.