Internal Memo No. 912/35/b – Construction Division Date: 18-03-2020

Subject: Gate pass – revised guidelines

A new format for gate pass to be implemented from 23-03-2020. Sites to surrender old gate passes to admin. Do not fill the column for other details – that has to be filled by Admin-audit.

The guidelines for processing the gate pass are:

1. In case of long list attach a separate signed list.
2. Approx rate & amount to be filled by site.
3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit.
4. Pink copy to be sent to Admin - audit.
5. In units enter nos, kgs, sft, rft, etc.
6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass.
7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

Do not use gate pass for SSLLP material – instead use DC register.

Admin audit to consult accounts/MD for separate guidelines for raising GST bills.

Soham Modi.

OUTWARD - GATE PASS No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | | |  | | | Time: | | |  | | |
| Company: | | |  | | | | | | | | |
| Project/site: | | |  | | | | | | | | |
| Destination: | | |  | | | | | | | | |
| Outward No.: | | | Vehicle type | | | Vehicle No | | | Vehicle driver/ | | |
|  | | |  | | |  | | |  | | |
|  | Material Description | | | | | Quantity | Units | | Approx. rate | Amount | |
|  |  | | | | |  |  | |  |  | |
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|  |  | | | | |  |  | |  |  | |
|  | Total | | | | |  |  | |  |  | |
| Charges/refund | | | | Purpose for transfer | | | | Other details (to be filled by Admin – audit) | | | |
| ☐ No charge | | | | ☐ Return to supplier for exchange | | | | ☐ Material received by inward no. \_ \_ \_ & date \_ \_\_. | | | |
| ☐ For refund from supplier | | | | ☐ Return to supplier for refund | | | | Details of credit note from supplier – date \_\_\_\_\_ & Amount Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_/- | | | |
| ☐ Transfer to other site/ project | | | | ☐ On loan to be returned | | | | Return of material - inward no. \_\_\_\_\_\_\_\_\_\_\_\_ & date \_\_\_\_\_\_ | | | |
| ☐ Transfer to other site/ project | | | | Cost of material to be collected:  ☐ Collect 100% cost – new material  ☐ Collect 60% cost – old material  ☐ No charges to be collected – value deemed to be nil. | | | | GST bills to be raised  ☐ Yes ☐ No  GST bill no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_ | | | |
| ☐ Transfer to another phase of firm/company/project | | | | ☐ No charges to be collected | | | | NA | | | |
| ☐ No charge | | | | ☐ for repairs & service | | | | ☐ material received by inward no. \_\_\_\_\_\_\_\_\_ & date \_\_\_\_\_\_\_. | | | |
| ☐ Other: | | | | Details: | | | | Details: | | | |
| Remarks: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Gate pass approved by: | | Project manager | | | Admin in-charge | | | Security | | | |
| Sign: | |  | | |  | | |  | | | |
| Received by other site on: | | Inward No. | | | Admin sign: | | | Security sign. | | | |
|  | |  | | |  | | |  | | | |
| Approved by | | Project accountant | | | Accounts manager | | | Admin - audit | | | M D |
| Sign: | |  | | |  | | |  | | |  |

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.