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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | 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 ☐ NoGST 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: |  |  |  |  |

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