

Subject: Transfer of material between sites.

Keywords: Gate pass, Transfer material.

1. The procedure for transfer of material from one site to another is being revised shall be strictly implemented from 11th April, 2022.
2. This procedure shall be adopted for transfer of material from one site to another where material cost is in excess of Rs. 1,000/-.
3. This is not applicable for material required from SLLP.
4. Sites requiring material will raise a requisition as per SOP. The supplier should be clearly mentioned as company + project from where material is required.
5. Purchase shall prepare a purchase order wherein the supplier will be the site having the material.
6. The rate shall be based on current market rate (nearest) for new material. For old/used material which has substantial value Eg.: MS pipes, ... should be billed at 60% of value at which material was purchased.
7. All sites should have pre-printed Transit Invoice books (white- original, pink – for purchase, yellow – site copy) and DC book (white- original, yellow – site copy).
8. Site issuing the material must prepare manual Transit Invoice with material description, HSN code, quantity, rates and GST. Manual DC shall also be prepared. Manual gate pass also be prepared. Transit Invoice + DC + manual gate pass must accompany the material.
9. Sites receiving the material must send DC copy and Transit Invoice copy by email to purchase and accountants of projects sending the material and projects receiving the material on the same day.
10. Purchase to prepare advice for credit to supplier with original requisition + barcoded PO + copy of Transit Invoice + copy of DC as per SOP.
11. Accountant of site sending the material shall raise tax invoice generated in Tally based on the advice.
12. Approval to MD is required on all such advice for credit to supplier.
13. Admin-audit to regularly tally gate pass, DC, Transit Invoice and outward register during their site audit.
14. For material of value less than Rs. 1,000/- no procedure of gate pass must be continued. Lending of equipment, tools shall be permitted through gate pass. However, shifting of steel, cement, scaffolding, etc., must be by way of procedure given herein.
15. Admin to print Transit Invoice and DC books immediately for all sites including HO, Greens Towers, MBMC.

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