

OUTWARD - GATE PASS

No.: 1701

Date:	15/05/2020	Time:	12:50
Company:	Nilgiri Estate		
Project/site:	Nilgiri Estate		
Destination:	SSLLP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
		TS10VB32123	Srinivas
	Material Description	Quantity	Units
1.	Door frame 3'6" x 7'	06	No's
2.	Door frame 3' x 7'	06	No's
3.	with threshold		
4.	Door frame 3' x 7'	08	No's
5.	without threshold		
6.	Door frame 2' x 6" x 7'	01	No's
7.	with threshold		
8.	Door frame 2' x 6" x 7'	12	No's
9.	without threshold		
10.			
	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: As per MD's instructions we sent excess door frames to SSLLP			
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
Sign:			MD

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.

OUTWARD - GATE PASS

No.: 1702

Date: 15/05/20		Time: 4:30	
Company: Nilgiri Estates		Project/site: Nilgiri Estates	
Destination: MPL Site		Outward No.:	
Vehicle type: DCM		Vehicle No: AP 27 2490	Vehicle driver: Ramesh / Ravi
Material Description	Quantity	Units	Approx. rate
1. Cement bags	400	Nos	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total		400	Nos
Charges/refund		Purpose for transfer	
☐ No charge		☐ Return to supplier for exchange	
☐ For refund from supplier		☐ Return to supplier for refund	
☒ Transfer to other site/project		☐ On loan to be returned	
☒ 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.	
☐ Transfer to another phase of firm/company/project		☐ No charges to be collected	
☐ No charge		☐ for repairs & service	
☐ Other:		Details:	
Remarks:		Other details (to be filled by Admin - audit)	
Gate pass approved by:		Material received by inward no. _____ & date _____	
Sign:		Details of credit note from supplier - date _____ & Amount Rs. _____/-	
Received by other site on:		Return of material - inward no. _____ & date _____	
Approved by		GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____	
Sign:		NA	
Project accountant		☐ Material received by inward no. _____ & date _____	
Accounts manager		Details:	
Admin - Audit		MD	

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OUTWARD - GATE PASS

No.: 1703

Date:	16-05-20	Time:	4:00 PM
Company:	Nilgiri Est. Co.		
Project/site:	Nilgiri Est. Co.		
Destination:	VISTA HOMES		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
	Jeetho	TS100153122	MADHU J. mth
	Material Description	Quantity	Units
1.	TV (LED 32")	1	NOS
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total	1	NOS
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:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Received by other site on:	Inward No.	Admin sign:	Security sign. <i>[Signature]</i>
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

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.