OUTWARD - GATE PASS

No.: 1951

Date:	10/04/20	Time:	13:05
Company:	Villa Orchids LLP		
Project/site:	Villa Orchids		
Destination:	Suresh Sir Home		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
91		TS 10 EB 4520	M. Shekar / N. Shiller

	Material Description	Quantity	Units	Approx. rate	Amount
1.	M.D. Sir Comment Register	01	No's		
2.	M205 Printer Scanner	01	No's		
3.	Mild Stone Report File	19	No's		
4.	Jio Wi-Fi	01	No's		
5.	A4 Paper	01	Bundle		
6.					
7.					
8.					
9.					
10.					
	Total	23	No's		

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	MD
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.

OUTWARD - GATE PASS No.: 1952

Date:	10/04/20	Time:	13:05		
Company:	Villa Orchids LLP				
Project/site:	Villa Orchids				
Destination:	Sharvani Madam Home				
Outward No.:	Vehicle type	Vehicle No	Vehicle driver		
92		TS10EJ4520	M. Ad.		

	Material Description	Quantity	Units	Approx. rate	Amount
1.	Lenovo Laptop	01	NO'S		
2.	Weekly Site Report File	01	NO'S		
3.	" GHT	01	NO'S		
4.	Possesion Latters File	01	NO'S		
5.	Addtion & Altration Received				
6.	File	01	NO'S		
7.					
8.					
9.					
10.					
	Total	05	NO'S		

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	MD
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.

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Company name : Villa Orchids - LLP
Project Name: VOC

Site Bills and D.C.'s Inward/Outward Register

Inward Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to sign.	Admin sign.
14/03/20	17:44	14909	DC	9047	14/03/20	~~14/03/20~~ 14909	14/03/20	Summit Sales			16/03/20	18:05	Madhu		
14/03/20	17:44	14910	DC	9049	14/03/20	14910	14/03/20	〃			16/03/20	18:05	Madhu		
14/03/20	17:44	14911	DC	9046	14/03/20	14911	14/03/20	〃			16/03/20	18:05	Madhu		
16/03/20	09:11	14912	DC	847	16/03/20	14912	14/03/20	Purnima Mosaic			16/03/20	18:05	Madhu		
16/03/20	05:46	14913	DC	2912	16/03/20	14913	16/03/20	Summit Sales			16/03/20	18:05	Madhu		
17/03/20	14:16	14915	DC	849	17/03/20	14915	17/03/20	〃			20/03/20	18:35	Ramakrishna		
18/03/20	13:55	14920	DC	9088	18/03/20	14920	18/03/20	〃			20/03/20	18:35	Ramakrishna		
18/03/20	13:55	14921	DC	9087	18/03/20	14921	18/03/20	〃			20/03/20	18:35	Ramakrishna		
18/03/20	13:55	14922	DC	9086	18/03/20	14922	18/03/20	〃			20/03/20	18:35	Ramakrishna		
18/03/20	13:55	14923	DC	9085	18/03/20	14923	18/03/20	〃			20/03/20	18:35	Ramakrishna		
18/03/20	19:03	14924	TIV	1932	18/03/20	14924	18/03/20	Premier engineering			20/03/20	18:35	Ramakrishna		
18/03/20	19:03	14925	TIV	1620	18/03/20	14925	18/03/20	Bell electronic			20/03/20	18:35	Ramakrishna		
19/03/20	11:21	14926	DC	9106	19/03/20	14926	19/03/20	Summit Sales			20/03/20	18:35	Ramakrishna		
19/03/20	13:37	14927	DC	9108	19/03/20	14927	19/03/20	〃			20/03/20	18:35	Ramakrishna		
20/03/20	09:32	14928	DC	850	20/03/20	14928	20/03/20	Purnima Mosaic			20/03/20	18:35	Ramakrishna		
20/03/20	16:20	14930	DC	9134	20/03/20	14930	20/03/20	Summit Sales LLP			10/04/20	13:05	Shekhar		
20/03/20	16:20	14931	DC	9135	20/03/20	14931	20/03/20	〃			10/04/20	13:05	Shekhar		

Company name : Villa Orchids - LLP
Project Name: VOC

Site Bills and D.C.'s Inward/Outward Register

Inward Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to sign.	Admin sign.
20/03/20	16:20	14932	DC	9136	20/03/20	14932	20/03/20	summit sales			10/04/20	13:05	Shekhar		
18/04/20	16:05	14943	DC	9181	18/04/20	14943	18/03/20	"			19/04/20	13:15	Ramakrishna		
18/04/20	16:05	14944	DC	9178	18/09/20	14944	18/03/20	"			19/04/20	13:15	Ramakrishna		
18/04/20	16:05	14945	DC	9182	18/04/20	14945	18/04/20	"			19/04/20	13:15	Ramakrishna		