

OUTWARD - GATE PASS

No.: 11138

Date :	17/12/2019	Time :	14:00		
Company :	Villia Orchids LLP				
Project/site :	Villia Orchids				
Destination :	HO				
Outward No. :	Vehicle type	Vehicle No	Owner / Person		
85	Ashok Deylani	TS10UAD0143	Shakhar M. Shale		
	Material Description	Quantity	Units	Approx. rate	Amount
1.	Sarkar files				
2.	Black colour circular file	1	No.		
3.	Blue colour circular file	1	No.		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total	2	NOS.		
Purpose	☐ Return to Supplier ☐ Transfer to other site ☐ For repair/service ☐ Transfer for other phase ☐ On loan to be returned ☒ Others :				
Charges :	☒ No Charge ☐ Collect Full Value ☐ Used/Old Material-Collected 60% value ☐ No charge material shall be reimbursed by fresh PO ☐ Other :				
Material type	☒ Used ☐ New ☐ Defective ☐ Other :				
Remarks :	Returned to HO exchanged received				
	Circular				
Approved by :	Sr. Engg.	Admin In-charge	Security		
Sign.					
Received on	Inward No.	Admin sign:	Security sign.		

Note : 1. In case of long list attach a separate signed list 2. Approx rate & amount to be filled by purchase. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to the HO 4. Pink copy to be sent to HO-Purchase division. 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.