OUTWARD - GATE PASS No.: 1405

Date:	21/6/20	Time:	4:55		
Company:	MCNKLP				
Project/site:	All				
Destination:	Coolhomi enterprises (Hyderabad)				
Outward No.:	Vehicle type	Vehicle No	Vehicle driver		
31	Wingo	15100A 9751	Ch. Krishna		

	Material Description	Quantity	Units	Approx. rate	Amount
1.	Coffee Machine	01	No.	-	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total	01	No.		

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: Return for Preparing Purpose to

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:		[signature]	[signature]	
Received by other site on:	Inward No.	Admin sign:	Security sign.	
Approved by	Project accountant	Accounts manager	Admin - Audit	M D
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.: 1406

Date:	27/6/2020	Time:	5.10
Company:	MPMLLP		
Project/site:	AGI		
Destination:	Shiva shakthi tools (Panimay)		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
32	comet	TS10UA 7737	Ch. Krishna

	Material Description	Quantity	Units	Approx. rate	Amount
1.	Cutting machine	02	no		
2.	Chipping machine	01	no		
3.	[illegible]				
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total	03	no		

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: for repairing purpose sending to supplier.

Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:		[illegible]	
Received by other site on:	Inward No.	Admin sign:	Security sign.

Approved by	Project accountant	Accounts manager	Admin - Audit	M D
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.: 1407

Date:	27/6/2020	Time:	11.5
Company:	MCMLLP		
Project/site:	AGH		
Destination:	Head office		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
33.	Wingar	TS10UA9754	Ch krishna

	Material Description	Quantity	Units	Approx. rate	Amount
1.	conference vedio stand	01			
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total	01			

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	M D
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.