

OUTWARD - GATE PASS

No.: 1401

Date:	21/03/20	Time:	14:10
Company:	MRM LLP.		
Project/site:	AGH (Miyalaguda)		
Destination:	Head office		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
97	Wagon	TS100P 4520	Shelkar
	Material Description	Quantity	Units
1.	Outward gatepass	01.	nos
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total		01.	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:		Details:	
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.
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.: 1402

Date:	22/05/20	Time:	14:30
Company:	MIRAMIL		
Project/site:	A. G. H. (Mirayalaguda)		
Destination:	Head Office		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
98	Wagon	TS1009759	Krishnamoorthy
	Material Description	Quantity	Units
1.	Paint - red	01	nos
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total	01	
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:		Details:	
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.