

OUTWARD - GATE PASS

No.: **1409**

Date:	29/7/2020	Time:	12:00pm
Company:	MRMLP		
Project/site:			
Destination:	High Flood office.		
Outward No.:	35	Vehicle type	Winger
		Vehicle No	TS10UA9754
			Vehicle driver

	Material Description	Quantity	Units	Approx. rate	Amount
1.	Calbridge	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: Fox filling Purpose.			
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.