

OUTWARD - GATE PASS

No.: 1656

Date:	1/08/2020	Time:	9:30
Company:	MRGV		
Project/site:	BRGV		
Destination:	HO		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
102	Bike	AP28N3192	Suresh
	Material Description	Quantity	Units
1.	Laptop (Dell)	01	N/O.
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: Sent Laptop (Dell) to HO for Repair.			
Gate pass approved by:		Security	
Sign:		Sarish	
Received by other site on:		Security sign.	
Approved by:		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.