

Subject: Gate pass – revised guidelines

Keywords: Gate pass outward.

1. The earlier gate pass system with hard copies has been dispensed with. All new gate passes shall be digital.
2. The new gate pass system has been implemented via Smartsheets. It is a digital form which is to be filled by respective sites and approved by Admin-audit.
3. This memo is given to clarify the SOP for issue and approval of gate passes.
4. No material can move out of any site, head office, site office, stores, MHTR, etc., without a gate pass. Gate pass is required for the following purposes:
 - a. Sending material / equipment for repairs.
 - b. Returning material to supplier.
 - c. Exchanging material.
 - d. Lending material to other sites.
 - e. Resale of material to MHTR or other sites – with/without sale consideration.
 - f. Scrap up material.
 - g. For further processing of material like powder coating, fabrication, other job works, etc.
5. All material movement will require gate pass except the following:
 - a. Sale of material from MHTR sites – only when accompanied by invoice and/or Eway bill.
6. Gate pass shall be approved for one category/sub-category of item /equipment. Multiple gate passes are required for multiple items. Eg.: If 8mm, 12mm and 16mm tor steel is being sold to another site – 3 gate passes need to be prepared.
7. Guidelines for approval of gate pass:
 - a. Gate passes may be prepared by any engineer or relevant staff at any site or head office.
 - b. Level 1 approval shall be from relevant project manager (or senior engineer). In case of site offices, head office, Greens towers, MBMC, etc., Jai Kumar to nominate one or two managers for approval.
 - c. Level 2 approval shall be from relevant admin-audit manager.
 - d. Admin-audit to seek approval from directors if required. This can be by way of hard copy or email. All material transfer for sale/resale to MHTR or other sites where the value exceeds Rs. 1,000/- prior approval of directors is required.
8. Material cannot move without prior approval from Level 1 and Level 2. L2 approval must be given within minutes, if required. As a matter of routine all gate passes must be approved by admin-audit twice a day.
9. Wherever required Admin-audit to forward approved copy to recipient site and/or vendor.
10. For sale of material to MHTR or to other sites procedure laid in internal memo to be followed.
11. Hard copies of existing gate passes to be surrendered to Admin-audit by 18/6/24.
12. Admin-audit to separately fill 2 columns in the Smartsheet after receiving relevant data (i.e., details of material received – from recipient site, details of credit/debit and GST bill).
13. Sites, staff members and admin-audit are free to upload comments and any no. of documents in the comments section of Smarthseet, however only when the respective row is open.