OUTWARD - GATE PASS

No.: 1667

Date:	06/10/2020	Time:	@ 12.00
Company:	MRGV		
Project/site:	BRGV		
Destination:	GVR		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
	TATA 608		Gafanna

	Material Description	Quantity	Units	Approx. rate	Amount
1.					
2.	CUBE MOULDS	08	No's		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total				

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. 921 & date 11/05/2020
☐ 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:			Nagaraj
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.: 1664

Date:	03/10/2020	Time:	15:12
Company:	MRGV		
Project/site:	BRGV		
Destination:	GVDC		
Outward No.:	Vehicle type: TATA 407	Vehicle No: AP 23 X 3898	Vehicle driver: Mallesh

	Material Description	Quantity	Units	Approx. rate	Amount
1.					
2.	MS. Sq Pipe 3"	20'	(1) nos		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
	Total				

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:			Security sign.
Received by other site on:	Inward No.	Admin sign:	
			Admin - Audit / MD
Approved by	Project accountant	Accounts manager	
Sign:			

Note: 1. In case of long list attach a seperate 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, nft, 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.