

OUTWARD - GATE PASS

No.: 1256

Date:	16-10-20	Time:	18:00
Company:	Serum Construction LLP		
Project/site:	Serum farm		
Destination:	BAGV		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
	Office Car	TS10EH 3133	Sai Krishan (Engineer)
	Material Description	Quantity	Units
1.	Excavator Machine for	1	Nos
2.	plants		
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:			
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.