

OUTWARD - GATE PASS

No.: 1356

Date:	16/10/20	Time:	02:30 PM
Company:	Aediz Developer LLP		
Project/site:	MGA		
Destination:	Head Office.		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
13	Rt	AP23A 3192	Suresh
	Material Description	Quantity	Units
1.	Biometric Device	01	NOS
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total	01	
Charges/refund		Purpose for transfer	
☐ No charge ☐ For refund from supplier ☐ Transfer to other site/project ☐ Transfer to other site/project ☐ Transfer to another phase of firm/company/project ☐ No charge ☐ Other:		☐ Return to supplier for exchange ☐ Return to supplier for refund ☐ On loan to be returned 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. ☐ No charges to be collected ☒ for repairs & service	
		Other details (to be filled by Admin - audit)	
		☐ Material received by inward no. _____ & date _____ Details of credit note from supplier - date _____ & Amount Rs. _____/- Return of material - inward no. _____ & date _____ GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____ NA ☐ Material received by inward no. _____ & date _____ Details:	
Remarks: Getting Biometric device from MGA to HO for training purp.			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	Raj	P.D.	Kalyan
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.