

OUTWARD - GATE PASS

No.: 1669

Date:	28/10/20	Time:	12:30 PM
Company:	MEGR		
Project/site:	BGR		
Destination:	GRDC		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
112			
	Material Description	Quantity	Units
1.	Cube Moulds	06	nos
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total	06	
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. 186 & date 11/12/20	
☐ 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: Sending Cube Moulds - 6 nos to GRDC			
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 in kg, mt, 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. 8. Required details, make GST bills, etc and send to MD for approval once in a fortnight.