

OUTWARD - GATE PASS

No.: 1258

Date:	17/11/2020	Time:	16:45
Company:	Serene constructions llp		
Project/site:	Serene farms		
Destination:	plot no 280		
Outward No.: 1156	Vehicle type	Vehicle No	Vehicle driver
	Dost	TS10UA043	Salman (Signature)
	Material Description	Quantity	Units
1.	110b (4 burner)	01	nos
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Total		
Charges/refund		Purpose for transfer	
☐ No charge		☐ Return to supplier for exchange	
☐ For refund from supplier		☐ Return to supplier for refund	
☐ Transfer to other site/project		☐ On loan to be returned	
☒ 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.	
☐ Transfer to another phase of firm/company/project		☒ No charges to be collected	
☐ No charge		☐ for repairs & service	
☐ Other:		Details:	
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: Transferring to plot no. 280 as per MD Sir instruction			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	(Signature)	G. Sivaprabu	(Signature)
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.