

OUTWARD - GATE PASS

No.: 1260

Date:	18/11/2020	Time:	16:00
Company:	Serene constructions LLP		
Project/site:	Serene farms		
Destination:	SSLLP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
1158	POST	TS10UA 0143	Salman / <i>[Signature]</i>
	Material Description	Quantity	Units
1.	PVC 75mm pipe	03	NOS
2.	UPVC 1/2" pipe	05	NOS
3.	MDF boards 7.5mm	06	NOS
4.	ply boards 5mm	10	NOS
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:	
Remarks:		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:	
Gate pass approved by:			
Sign:	Project manager	Admin in-charge	Security
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.