

OUTWARD - GATE PASS

No.: 1514

Date: 26/11/2020		Time:			
Company: CIVIL					
Project/site: Municipal					
Destination: S. S. P.					
Outward No.: 60	Vehicle type: Tempo	Vehicle No: TS101BS301	Vehicle driver: Mahesh Pige		
Material Description		Quantity	Units	Approx. rate	Amount
1.	Barbed wire	550	Kg	60	33000
2.		50	Kg	60	3000
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total					36000
Charges/refund		Purpose for transfer		Other details (to be filled by Admin - audit)	
<input type="checkbox"/> No charge		<input type="checkbox"/> Return to supplier for exchange		<input type="checkbox"/> Material received by inward no. _____ & date _____.	
<input type="checkbox"/> For refund from supplier		<input checked="" type="checkbox"/> Return to supplier for refund		Details of credit note from supplier - date _____ & Amount Rs. _____/-	
<input type="checkbox"/> Transfer to other site/project		<input type="checkbox"/> On loan to be returned		Return of material - inward no. _____ & date _____	
<input type="checkbox"/> Transfer to other site/project		Cost of material to be collected: <input checked="" type="checkbox"/> Collect 100% cost - new material <input type="checkbox"/> Collect 60% cost - old material <input type="checkbox"/> No charges to be collected - value deemed to be nil.		GST bills to be raised <input type="checkbox"/> Yes <input type="checkbox"/> No GST bill no. _____, Amount _____, date _____	
<input checked="" type="checkbox"/> Transfer to another phase of firm/company/project		<input checked="" type="checkbox"/> No charges to be collected		NA	
<input type="checkbox"/> No charge		<input type="checkbox"/> for repairs & service		<input type="checkbox"/> Material received by inward no. _____ & date _____	
<input type="checkbox"/> Other:		Details:		Details:	
Remarks:					
Gate pass approved by:		Project manager		Admin in-charge	
Sign:		Inward No.		Admin sign:	
Received by other site on:				Security sign.	
Approved by		Project accountant		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.

OUTWARD - GATE PASS

No: 1515

Date:	27/11/2020	Time:	05:00		
Company:	G.V.P.C				
Project/site:	Innopolis				
Destination:	G.V.P.C.				
Outward No.:	Vehicle type	Vehicle No	Vehicle driver		
63	TSALD Car	TS10EX8370	Rajeev		
	Material Description	Quantity	Units	Approx. rate	Amount
1.	Polythene covers	02	nos	3186	6372
2.	30x55 mtrs (700 sft)				
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total				6372
Charges/refund		Purpose for transfer		Other details (to be filled by Admin - audit)	
<input type="checkbox"/> No charge		<input type="checkbox"/> Return to supplier for exchange		<input type="checkbox"/> Material received by inward no. _____ & date _____	
<input type="checkbox"/> For refund from supplier		<input type="checkbox"/> Return to supplier for refund		Details of credit note from supplier - date _____ & Amount Rs. _____ /-	
<input type="checkbox"/> Transfer to other site/project		<input type="checkbox"/> On loan to be returned		Return of material - inward no. _____ & date _____	
<input checked="" type="checkbox"/> Transfer to other site/project		Cost of material to be collected: <input checked="" type="checkbox"/> Collect 100% cost - new material <input type="checkbox"/> Collect 60% cost - old material <input type="checkbox"/> No charges to be collected - value deemed to be nil.		GST bills to be raised <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No GST bill no. _____ Amount 6,372 date 27/11/2020	
<input type="checkbox"/> Transfer to another phase of firm/company/project		<input type="checkbox"/> No charges to be collected		NA	
<input type="checkbox"/> No charge		<input type="checkbox"/> for repairs & service		<input type="checkbox"/> Material received by inward no. _____ & date _____	
<input type="checkbox"/> Other:		Details:		Details:	
Remarks:					
Gate pass approved by:		Project manager	Admin in-charge	Security	
Sign:		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
Received by other site on:		Inward No.	Admin sign:	Security sign.	
Approved by		Project accountant	Accounts manager	Admin - Audit	MD
Sign:					

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.