

OUTWARD - GATE PASS

No.: 1262

Date:	03/12/20	Time:	17:30
Company:	Serene constructions llp		
Project/site:	Serene farms		
Destination:			
Outward No.: 1160	Vehicle type Jaya	Vehicle No TS10VA 9758	Vehicle driver Salomon Khan Bahan
	Material Description	Quantity	Units
1.	Hammer drill machine	1	nos
2.			
3.	Hammer Drill machine	1	nos
4.	GBH-200		
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:			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	<i>Syed J. S. Serene</i>	<i>G. S. Naipoo</i>	<i>Adal</i>
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, sqft, 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.