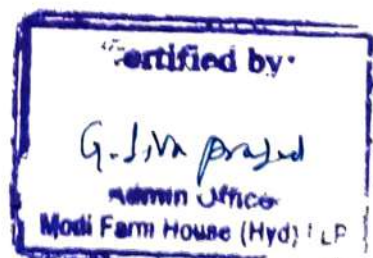


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene constructions llp	Date:	21-08-2021				
Site:	Serene farms	Prepared by:	G.siva prasad				
Report From / To	14-08-2021 to 21-08-2021	Approved by:	Syed golam sarwar				
Report Date	21-08-2021						
List of requisitions numbers missing in the report :							
List of requisitions where PO/WO not prepared 3 working days after requisition:							
Req No.	Req Date	Sl. Of requisition	Item Description	Reason for not preparing PO/WO ¹			
150544	09-06-21	1 to 6	Curtains	Online purchase			
150545	09-06-21	1 to 3	Curtain rods	Online purchase			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:							
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ²			
150562	29-07-21	1	Hp laptop adapter	Supplier is arranging materials			
150567	04-08-21	1	4-core cables	Supplier is arranging materials			
150569	05-08-21	1	4-way distribution board	Supplier is arranging materials			
150571	19-08-21	1,2	Tan brown granite	Supplier is arranging materials			
No. of gate passes issued this week:		9	From No.	1285 To No. 1293			
Delivery van site visit on:		14/08/2021					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No			
Items not ordered but received:							
Other corrections & remarks:							
Details of steel & cement stock							
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	-	-	-	
2.	10mm	.617	7.404	-	-	-	
3.	12mm	.89	10.68	-	-	-	
4.	16mm	1.58	18.96	-	-	-	
5.	20mm	2.47	29.64	-	-	-	
6.	25mm	3.86	46.32	-	-	-	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire						
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	0 bags	PPC/PSC last weeks stock	0bags
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		21-08-2021		21-08-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and raikumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!



Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi farm house(hyd)llp	Date:	21-08-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	14-08-2021 to 21-08-2021	Approved by:	Syed golam sarwar
Report Date	21-08-2021		

List of requisitions numbers missing in the report :

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Sl. Of requisition	Item Description	Reason for not preparing PO/WO

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
150552	28-06-21	3,4	Housekeeping items	Supplier is arranging materials

No. of gate passes issued this week: Nil From No. To No.

Delivery van site visit on: 14/08/21

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	-	-	-
2.	10mm	.617	7.404	-	-	-
3.	12mm	.89	10.68	-	-	-
4.	16mm	1.58	18.96	-	-	-
5.	20mm	2.47	29.64	-	-	-
6.	25mm	3.86	46.32	-	-	-
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire					

OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	nil
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Details Project Manager Admin Officer/Manager Admin Audit

Sign

Date 21-08-2021 21-08-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajikumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input. 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!



Site Bills and D.C.'s Inward/Outward Register

Inward Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to sign.	Admin sign.
01/01/21	15:00	101	DC	15469	01/01/21	101	01/01/21	Summit Sales IIP	R. Sachin		01/01/21	14:00	Srikanth	Srikanth	G. Jyoti Prasad
01/01/21	15:00	102	DC	15470	01/01/21	102	01/01/21	Summit Sales IIP	R. Sachin		01/01/21	14:00	Srikanth	Srikanth	G. Jyoti Prasad
01/01/21	15:00	103	DC	3696	01/01/21	103	01/01/21	Summit Sales IIP	R. Sachin		01/01/21	14:00	Srikanth	Srikanth	G. Jyoti Prasad
01/01/21	16:00	104	DC	31	01/01/21	104	01/01/21	Green belt services	R. Sachin		01/01/21	14:00	Srikanth	Srikanth	G. Jyoti Prasad
18/06/21	15:10	83	DC	3667	18/06/21	83	18/06/21	Summit Sales IIP	R. Sachin		15/07/21	15:00	Solomon	Solomon	G. Jyoti Prasad
15/07/21	15:20	114	Bill	PS/21-22/329	14/07/21	114	15/07/21	Pratful Sanitary	R. Sachin		17/07/21	09:30	Srikanth	Srikanth	G. Jyoti Prasad
15/07/21	15:20	115	Bill	SE/21-22/1002	08/07/21	115	15/07/21	Shubham enterprises	R. Sachin		17/07/21	09:30	Srikanth	Srikanth	G. Jyoti Prasad
15/07/21	15:20	116	DC	15609	15/07/21	116	15/07/21	Summit Sales IIP	R. Sachin		17/07/21	09:30	Srikanth	Srikanth	G. Jyoti Prasad
15/07/21	15:20	117	DC	15610	15/07/21	117	15/07/21	Summit Sales IIP	R. Sachin		17/07/21	09:30	Srikanth	Srikanth	G. Jyoti Prasad
28/07/21	14:50	124	Bill	2588	28/07/21	124	28/07/21	Vijay industrial corporation	R. Sachin		06/08/21	14:00	Srikanth	Srikanth	G. Jyoti Prasad
13/08/21	10:30	140	Bill	422	13/08/21	140	13/08/21	Pratful Sanitary	R. Sachin		13/08/21	14:30	Srikanth	Srikanth	G. Jyoti Prasad
13/08/21	10:30	141	Bill	423	13/08/21	141	13/08/21	Pratful Sanitary	R. Sachin		13/08/21	14:30	Srikanth	Srikanth	G. Jyoti Prasad
14/08/21	09:35	118/142	Bill	126	14/08/21	118/142	14/08/21	G. Krishnamurthy & sons	R. Sachin		20/08/21	14:30	Srikanth	Srikanth	G. Jyoti Prasad
14/08/21	09:35	143	Bill	045	23/07/21	143	14/08/21	Santhosh Tarapuram	R. Sachin		20/08/21	14:30	Srikanth	Srikanth	G. Jyoti Prasad
14/08/21	09:35	144	DC	366	10/08/21	144	14/08/21	Reflections electricals pvt ltd	R. Sachin		20/08/21	14:30	Srikanth	Srikanth	G. Jyoti Prasad
14/08/21	09:35	145	DC	16080	13/08/21	145	14/08/21	Summit Sales IIP	R. Sachin		20/08/21	14:30	Srikanth	Srikanth	G. Jyoti Prasad
14/08/21	09:35	146	DC	16081	13/08/21	146	14/08/21	Summit Sales IIP	R. Sachin		20/08/21	14:30	Srikanth	Srikanth	G. Jyoti Prasad

OUTWARD - GATE PASS

No.: 1286

Date:	14/08/2021	Time:	12.30
Company:	Sreeni CONSTRUCTIONS LLP		
Project/site:	Sreeni Farms		
Destination:	Summit Sales LLP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
10	Jeep	1510 UB 8397	Krishnam Raju
	Material Description	Quantity	Units
1	Two down pipes 110mm	17	NOS
2	pvc 90 mm pipes	05	NOS
3	pvc 75 mm pipes	02	NOS
4	pvc 63 mm pipes	15	NOS
5	pvc 50 mm pipes	01	NOS
6	CF 50 mm Tee	11	NOS
7	pvc reducer 63mmx40mm	85	NOS
8	pvc couplers 63 mm	42	NOS
9	pvc Tee 63 mm	18	NOS
10	pvc End cap 90 mm	16	NOS
	Total		
Charges/refund		Purpose for transfer	
☐ No charge ☐ For refund from supplier ☐ Transfer to other site/project ☐ Transfer to other site/project ☐ Transfer to another phase of firm/company/project ☐ No charge ☐ Other:		☐ Return to supplier for exchange ☐ Return to supplier for refund ☐ On loan to be returned 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. ☐ No charges to be collected ☐ for repairs & service 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. Sani</i>	<i>G. N. V. Prasad</i>	<i>[Signature]</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, 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.

No.: 1287

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.: 1288

Date:	14/08/2021	Time:	14:30		
Company:	Serene constructions llp				
Project/site:	Serene Landos				
Destination:	Summit sales				
Outward No.:	Vehicle type	Vehicle No	Vehicle driver		
12	Jaygo	T5 1008 8387	Krishnam raju		
	Material Description	Quantity	Units	Approx. rate	Amount
1.	CPC TABT 3/4" x 1/2"	55	NOS		
2.	CPC MABT 3/4" x 3/4"	1246	NOS		
3.	50 mm x 3/4" Saddle piece	18	NOS		
4.	50 mm x 1/2" Saddle piece	20	NOS		
5.	40 mm x 1/2" Saddle piece	20	NOS		
6.	40 mm x 3/4" Saddle piece	09	NOS		
7.	Chicken mesh	30	NOS		
8.	Tank nipple 1"	35	NOS		
9.	PVC elbows 110 mm	20	NOS		
10.	Eco drain Y 110 mm	12	NOS		
Total					
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. _____ & date _____	
☐ 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:					
Gate pass approved by:		Project manager	Admin in-charge	Security	
Sign:		S. J. S. S. S.	G. J. V. P. S. S.	S. J. S. S.	
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, sf, 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. 1234

Date	14/10/2021	Time	14:30	
Company	Sri Lanka Construction LLP			
Project/site	Sri Lanka			
Destination	Sri Lanka			
Outward No	Vehicle type	Vehicle No	Vehicle driver	
13	Jeep	13 LWB 8381	Krishnan Raju	
Material Description	Quantity	Units	Approx. rate	Amount
1. 63mm PVC Tee	11	NOS		
2. 62mm PVC elbow	07	NOS		
3. Door stoppers	65	NOS		
4. Hold fast	10	KGS		
5. Ball valve PVC 110mm	05	NOS		
6. Ball valve PVC 90 mm	01	NOS		
7. Ball valve PVC 63 mm	04	NOS		
8. CF elbow 50 mm	07	NOS		
9. CF Tee 40 mm	04	NOS		
10. CF 50mm couplers	06	NOS		
Total				
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. _____ & date _____		
☐ 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: Returning above materials as per MD's instructions				
Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:		G. J. Naprasana	(Signature)	
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, etc.

OUTWARD - GATE PASS

No.: 1290

Date:	14/03/2015	Time:	14:30
Company:	Serene Constructions LLP		
Project/site:	Serene Farms		
Destination:	Summit Sales LLP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
14	Jay	TS 10UB H387	Krishnam Raju
	Material Description	Quantity	Units
1.	40 mm ball valve pvc	18	NOS
2.	40 mm CF adapters	04	NOS
3.	50 mm CF adapters	10	NOS
4.	63 mm end cap	03	NOS
5.	63 mm CF couplers	02	NOS
6.	CPVC union 2 1/2"	02	NOS
7.	pvc 63x40 mm reducer	33	NOS
8.	pvc 40mm elbows	22	NOS
9.	pvc 50mm Tee	03	NOS
10.	UPVC 1 1/2" Tee	02	NOS
	Total		
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. _____ & date _____	
☐ 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: Above material is returning to SLLP as per MD's instructions			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	S. Jyoti Sankar	G. J. V. Prasad	(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.

OUTWARD - GATE PASS

No.: 1291

Date:	14/08/2021	Time:	14:30
Company:	Sereva Constructions LLP		
Project/site:	Sereva Farms		
Destination:	Sumerail Sales LLP		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
15	Jayco	IS 10 UB 8381	Krishnam Raju
	Material Description	Quantity	Units
1.	UPVC 1 1/2" coupling	05	NOS
2.	FCU drain chambers	01	NOS
3.	CPVC 2 1/2" coupler	01	NOS
4.	PVC 90 mm Tee	5020	NOS
5.	PVC 50 mm elbow	05	NOS
6.	PVC 90 mm bend	27	NOS
7.	PVC 90 mm coupling	07	NOS
8.	PVC 4" Y	03	NOS
9.	PVC 3" Tee	05	NOS
10.	PVC 63 mm bend	05	NOS
	Total		
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. _____ & date _____	
☐ 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: Shifting above material to SSSLP As per MD Site instructions			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	<i>[Signature]</i>	G. V. Prasad	<i>[Signature]</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, 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.: 1292

Date: 14/08/2021		Time: 14:30	
Company: Sreeva Constructions LLP			
Project/site: Sreeva Farms			
Destination: Summit Sales LLP			
Outward No.: 16	Vehicle type: Jaxo	Vehicle No: TS 10 UB 8387	Vehicle driver: Krishnam Raju
Material Description	Quantity	Units	Approx. rate
1. PVC 3" 45° bend	03	nos	
2. PVC 4" 45° bend	15	nos	
3. PVC 1/2" dummy	270	nos	
4. CPVC 1" Tee	33	nos	
5. End covers	27	nos	
6. PVC 1/4" elbow	20	nos	
7. PVC 3/4" coupler	87	nos	
8. PVC 90 mm coupler	05	nos	
9. PVC 63 mm coupler	07	nos	
10. CPVC 1 1/4" coupler	20	nos	
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: Shifting of above material to SS LLP as per MD's instructions			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	Sd/- [Signature]	G. Jivaprasad	[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.

