Company Letter Head

|  |
| --- |
| Sl. No…….  Date ……..  (For Store use Only) |

**NON-RETURNABLE GATE PASS**

(*in triplicate)*

Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Officer may please allow Shri/Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of organization) to take out the following material(s) from Co. Name.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Description of Material(s)** | **Quantity** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Destination of material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for taking out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For use of Security staff only**  The Gate Pass has been entered in \_\_\_\_\_\_\_\_\_\_\_  Register at Sl. No. \_\_\_\_\_\_\_\_\_ Page No.\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | Time Out |  | | Date |  | | Signature |  | | Name |  | | **Signature of Officer In-Charge-Store**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Desig: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Certified that the above-mentioned material(s) have been checked and found correct.

**Chief Security Officer/**

**Sr. Security Assistant**

***\*\**** *Two copies will be presented by the vendor out of which one copy for the Vendor and one for security. The vendor will present his copy while bringing the item back.*