भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

Indian Institute of Technology (Indian School of Mines), Dhanbad

Date: ……

MATERIAL GATE PASS (Returnable/Non-Returnable)

(Name)_____Employee No. ._____
Deptt/unit/section/House No. _____ is hereby authorised to take the following goods/items outside the IIT(ISM), campus by hand/ vehicle No. _____

Details of the items taken out are as follows:

Sl. No	Item name	Quantity	Remarks

Kindly permit me/him/her for the same.
Note: More items may be added overleaf/ Additional sheet.

Note1:

1. These items are permanently transfer/send to……... and non-returnable.
2. These items are send to …… and expected to return back to this Deptt/Section by …….. (date).
   (strike out whichever is not applicable)

Date (Signature and seal of HOD/Section Head/Owner)

FOR OFFICE USE ONLY

Gate pass Register Sl. No. …….	**OUT**	**IN (if returnable)**
Date		
Time		
Checked by Security		