

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

FORM FOR ISSUE OF GATE PASS

(RETURNABLE/NON-RETURNABLE)

I hereby authorize Mr.....of M/s.....
.....to take/collect the following material of our Department/Lab for following purpose (Repair/Maintenance/Return/Replacement) in case of replacement against supply, Please mention PO No.....Dated.....

Sr. No.	Description of items/materials	Model number of instruments/machine equipment/Part (if any)	Serial number of instruments/machine equipment/Part (if any)	Quantity	Purpose
1.					
2.					
3.					
4.					
5.					

After repair the material will be returned to our Department/Lab/Section.

Signature of Indenter.....

Name of Indenter.....

Department/Lab/Section.....

Date.....

Signature of HoD/HoC/HoS

Forwarded to AR (S&P)

(FOR OFFICE USE)

Stores & Purchase

Material issued against Gate Pass (Returnable/Non-Returnable) no.....dated.....

Signature of Accountant/OS

Head of Section/HoD

Date of Return of material/equipment.....