**Internal Gate Pass**

Logo Here Company Name and Slogan

Sr. # \_\_\_\_\_\_\_

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E.Code:\_\_\_\_\_\_\_\_\_ \_\_Deptt:\_\_ \_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_ \_\_\_\_\_\_\_\_\_

Allowed to take following items/articles Out/In Form:\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.#** | **Item Code** | **Description** | **Unit** | **Quantity** | **Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

**Note:** This gate pass used only for internal purposes

|  |  |
| --- | --- |
| Prepared By | Received By | Head of Department | Pass IN/OUT  Security In-charge |