RETURNABLE GATE PASS (RGP)

Material Outward Tracking Slip (Temporary Removal for Repair / Servicing / Calibration / Demo)

RGP Number:	RGP-____-_____	**Issue Date:**	____/____/20__
Issuer Name / Dept:	_____	**Expected Return Date:**	____/____/20__
Vendor / Workshop:	_____	**Vendor Contact Mobile:**	+91 _____

Item #	Material / Equipment Description	Qty & Unit	Make / Serial / Asset ID	Outward Condition	Return Status
01	_____	_____	_____	[ ] Good [ ] Faulty	[ ] Pending
02	_____	_____	_____	[ ] Good [ ] Faulty	[ ] Pending
03	_____	_____	_____	[ ] Good [ ] Faulty	[ ] Pending
04	_____	_____	_____	[ ] Good [ ] Faulty	[ ] Pending
05	_____	_____	_____	[ ] Good [ ] Faulty	[ ] Pending

Carrier / Transporter Details	Vehicle & Transport Mode	Carrier ID Verification (Optional)
Carrier Name: _____ Phone: _____	Vehicle No: _____ Mode: [ ] Hand [ ] 2-Wheeler [ ] Tempo	ID Type (Optional): _____ Last 4 Digits (Optional): _____

Statutory & Ownership Guidance: Goods are authorized for outward dispatch on a temporary returnable basis for servicing/testing and remain property of the sender. This gate pass is an internal security movement record. Commercial transactions exceeding statutory thresholds under CGST Act must comply with applicable GST rules (e.g. Delivery Challan under Rule 55 or e-Way Bill under Rule 138 where required).

1. Authorizing Signatory	2. Carrier Acceptance	3. Security Outward Log	4. Security Inward Return Log
Sign: _____ Name: _____ Desig: Facility / Resident	Sign: _____ Name: _____ Date: ____/____/20__	Out Date: ____/____/20__ Time: ____:____ AM/PM Guard Sign: _____	In Date: ____/____/20__ Items Verified: [ ] All [ ] Partial Guard Sign: _____