



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in
An Autonomous Institution of the Govt. of India under MHRD

CONSIGNER COPY/CONSIGNEE COPY/SECURITY COPY

RETURNABLE / NON RETURNABLE GATE PASS

Department/Section _____ Date: _____
Security Officer may please allow Shri/Smt. _____
Designation: _____ of _____ (Name
of organization) to take out the following material (S) from NIT Durgapur. The probable date of
return of the material(s) is _____

Sl. No.	Description of Material(s) (Make, Model, Sl. No. & Colour of Material)	Store Receipt Voucher No. & Date	Quantity	Remarks

Destination of material: _____

Reason for taking out: _____

Signature: _____
Name: _____
Designation: _____
Deptt: _____
Date: _____
Seal: _____

Name, Signature & Seal of HOD with Remarks (if any)

Permitted / Not Permitted

Security Officer & I/c Estate Section

** 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.

For use of Security Staff Only

Entered in: _____

Sl. No. _____ Page No. _____

Time Out	
Date	
Signature	
Name	

Security Inspector/Supervisor