



भारतीय प्रौद्योगिकी संस्थान इन्दौर  
सिमरोल, खंडवा रोड, इन्दौर, भारत, पिन - 453 552

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore, India, PIN - 453 552

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IIT  
Indore

**RETURNABLE GATE PASS (SS02)**  
(in triplicate)

SS02 Sl. No. \_\_\_\_\_  
Date: \_\_\_\_\_  
(for stores use only)

Dept.: \_\_\_\_\_

Date: \_\_\_\_\_

Security Officer may please allow Shri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_  
of \_\_\_\_\_ (name of organisation) to take out the following material(s) from IIT  
Indore (Silver Spring/Simrol). **The Probable Date of Return of the material(s) is \_\_\_\_\_.**

Sl. No.	Description of Material(s)	Quantity	Remarks

Destination of material: \_\_\_\_\_

Reason for taking out: \_\_\_\_\_

**For use of Security staff only**

The Gate Pass has been entered in \_\_\_\_\_

Register at Sl. No. \_\_\_\_\_ Page No. \_\_\_\_\_

Time Out	
Date	
Signature	
Name	

Signature of Head of Dept./Centre/Section  
(*Copy of R.G.P. shall be forwarded to store  
if issued by department*)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dept.: \_\_\_\_\_

Date: \_\_\_\_\_

Certified that the above mentioned material(s) have been checked and found correct.

**Chief Security Officer/  
Sr. Security Assistant**

*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.*