



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078 Website: <http://ipu.ac.in>

Bearer Copy

GATE PASS-CUM-CHALLAN

Gate Pass Sl. No.: _____

Dated: _____

Authority is accorded to Mr./Mrs.

Name of the Dept./Firm.....Phone No.....

To take the following items outside University Campus.

S.No.	Description of Items with Make/Size No./etc.	Quantity Issued	Status, Write (a) or (b) as below
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(a) The items have been issued to bearer as Garbage / not to be returned.

(b) The items have been issued for Replacement / Repair / Servicing / Testing.

(c) The bearer will return items to(Name & Designation of Office-incharge of items)

(d) The expected date of return of items to the University

Note: Fill-up (c&d)

Department/School Register Serial No.:

Name & Sign.
of Officer-in-Charge
of Item(s),
Ph. No.

Name & Sign. of
Issuing Auth. with Stamp
(Not below the Rank of
Asst. Prof./Asst. Registrar)
Ph. No.

Name & Sign of
Person receiving Item
& Date (Bearer),
Ph. No.

Name & Sign of
Security Officer
Stamp



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- (i) The items have been issued to bearer as Garbage / not to be returned.
- (j) The items have been issued for Replacement / Repair / Servicing / Testing.
- (k) The bearer will return items to(Name & Designation of Office-in-charge of items)
- (l) The expected date of return of items to the University

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