



Requisition Form for Instrumental Analysis

CENTRAL INSTRUMENTATION FACILITY (CIF)

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Date:

To
The
Director
CIF, USTM

A. User detail:

- | | |
|-----------------|-----------------|
| 1. Name: | a. Dept/Center: |
| 2. Designation: | b. Institute: |
| 3. Mobile No: | c. Email ID: |
| 4. Address: | |

B. Payment Detail:

- | | |
|--------------------------------|----------------|
| 1. Transaction/ DD/ Cheque No: | 3. Amount Paid |
| 2. Date: | |

[Note: DD/Cheque/Signed copy of bank transaction copy must be attached along with application form]

C. Instrument Required and Sample Detail:

1. Name of the instrument:
2. Name/ Chemical Formula/Composition of the Sample (Organic/inorganic etc):
3. Whether Toxic, Corrosive, Radioactive, Hygroscopic:
4. Solvent/ Media to be used:
5. Expected Result:
6. Provide Reference Data/image/Published paper etc.:

[Note: User is requested to provide complete analysis procedure/conditions in a separate sheet]

D. Declaration:

a. To be filled by the applicant:

I hereby, declare that the publication of this analysis in Research paper (Journal/Magazine/ Conference Proceedings etc), Report, Thesis will be duly acknowledged and a copy of that will be sent to CIF, USTM.

Date:

Sign of the applicant

b. To be filled by the PI/Supervisor/HoD/Principal

Dr./ Mr./Ms.is hereby forwarded to use the instruments facility for above mentioned sample analysis in CIF, USTM and he/she will abide by the rules and regulations of CIF, USTM.

Name of the PI/Supervisor/HoD/Principal:

Date:

Signature of PI/Supervisor/HoD/Principal

Seal:

E. Recommendation of Director/Professor In-Charge:

The applicant is hereby permitted to use the instrument facility sought for.

Date:

Signature:

F. To be Filled by the Instrument In Charge

- a. Time and Date of Analysis:
- b. Results of sample(s) analysis are provided to the applicant on

Date:

Signature of the instrument In Charge

Note:

- i. CIF will provide instrument facility only. Any specific consumables required for sample preparation/analysis has to be arrange by the user
- ii. Sample charges have to be paid in advance.
- iii. Separate form has to be submitted for different samples and analysis.
- iv. GST of 18 % on instrument usage charge has to be added extra as per govt regulation.
- v. No further analysis will be carried out if not acknowledge duly.