

Requisition form
Serial No.

Date:

INDENT FORM
UV-VIS- NIR SPECTROPHOTOMETER
CENTRAL RESEARCH FACILITY
INDIAN INSTITUTE OF TECHNOLOGY (ISM), DHANBAD –826004

Details of analysis charges:

The estimated charge for the work ₹ (In words) has been deposited through [†]DD (Number) / [†]Cash payment in the IIT (ISM) Dhanbad Cash counter (Receipt No.) on (date) /

OR

To be debited from (For internal users only: PDA/PDF/Project): _____

[†] Please provide the original DD / CC of cash receipt along with this form.

Signature of the User /Faculty /Supervisor /PI

1.	Name of the User & Designation		
2.	E-mail ID/ Phone No.		
3.	Name of the Organization		
4.	Studies to be done (Absorption/ Reflectance/ Transmittance)		
5.	No. of Samples		
6.	Nature of the samples (Thin Film/Powder/Liquid)		
7.	Range of Scan	Starting	
		Ending	
9.	Remarks		

I, hereby state that the sample(s) is (are) nontoxic and non-radioactive. Please allot time and complete the work.

Signature of HOD/HOC/Guide/PI/Prof.-in-Charge

Signature of the user

Signature of the Laboratory In-Charge

The above work has been done satisfactorily on _____ (Date) within _____ number/s of slot and generated data has been delivered to me.

Signature of the Operator

Signature of the user

ANALYSIS CHARGES

Category		Absorption	Reflectance	Transmittance
IIT (ISM) users	UV-VIS range	Rs 100/- per sample	Rs 100/- per sample	Rs 100/- per sample
	NIR range	Rs 200/- per sample	Rs 200/- per sample	Rs 200/- per sample
Educational institutes*	UV-VIS range	Rs 200/- per sample	Rs 200/- per sample	Rs 200/- per sample
	NIR range	Rs 400/- per sample	Rs 400/- per sample	Rs 400/- per sample
R & D labs*		Rs 800/- per sample	Rs 800/- per sample	Rs 800/- per sample
Industry*		Rs 1500/- per sample	Rs 1500/- per sample	Rs 1500/- per sample

[No TAX is required for users of IIT (ISM)]

***The charges are excluding GST.**

INFORMATION FOR USERS

- 1) The Spectrophotometer is available for booking every week as follows: Total 10 halves / sessions in 5 working days (Monday - Friday).**
- 2) Deadline for submission of Indent form is Thursday (up to 3 PM) of the previous week.**
- 3) Allotment of slot will be informed by 4 PM on the next day (i.e. Friday).**
- 4) All payment must be made prior to booking of the slot and true copy of the payment slip (for deposit in IIT (ISM) cash counter in the head of CRF, UV-VIS-NIR) or original DD (must be drawn in favour of Registrar, IIT (ISM)) must be provided with indent form.**
- 5) All indent forms must be forwarded through the concerned HOD, HOC, PI, Guide or Prof.-in-Charge etc. and to be submitted in the UV-VIS-NIR Laboratory.**
- 6) Moisture within the solid samples is not allowed. Moisture containing samples must be dried properly before scanning.**
- 7) In case of power shut down or unforeseen disturbances, any unutilized slot will be subsequently compensated for in the next round of booking.**
- 8) Generated data will be provided to the user only through the new unused blank CD. No request will be entertained for providing generated data by e-mail, pen drive, external hard disk or any other means. Thus user may bring a new CD for collection of their data.**
- 9) All users are sincerely requested to inform the UV-VIS-NIR laboratory if any of the results obtained from UV-VIS-NIR receive special recognition (publication, award, journal-cover-page, special citation etc.) and leave a copy of their reprint, photograph or award copy with the UV-VIS-NIR Laboratory for internal documentation.**