



Requisition Form [Internal Users Only]

Name & Designation of User			
Name of Supervisor/Principle Investigator (PI) (For Student/Project Staff only)			
Department			
E-mail address & Contact Number			
Name of instruments:- (SEM/XRD/AFM/STM/VSM/PQMS/STM/UV-Vis NIR / PL / Ellipsometer/Particle size analyser/ Electrochemical analyser / CV-IV Measurement/PLD/Sputtering/Thermal Coating unit/Three Stack Furnace)			
Conditions of measurement (if any)			
Number of Samples and their codes (Maximum four samples only)			
Undertaking [Please tick appropriate]			
1. User charges of ₹200/- per sample are paid by the user (Payment details are given below)			
2. User charges of ₹200/- per sample for the characterization/synthesis (as mentioned above) be realized from the operating grant of the department with a maximum of 10% of the operating grant.			
3. User charges of ₹200/- per sample are paid by the Faculty/Students/Project Staff (JRF/SRF/RA etc.) working in externally funded research projects from the research project. (Payment details are given below)			
(Signature of the user)	(Signature of the Faculty/Supervisor/PI/Co-PI of sponsored research project)	(Signature of Head of the Department/Cell)	
Fee details (₹200/- per sample)	Amount	Receipt No.	Date
Sanction No. of the project (if applicable)			
For CIR Office Use only			
Details of Allotted Slot	Date	Time	
Requisition No.: <i>Format: Dept/Year/No.</i>			
Remarks, if any :			
Faculty In-Charge, CIR			
Important			
1. Use of instrument will be on first cum first serve basis.			
2. All consumables such as substrates, chemicals etc. required for characterization, are to be provided by user.			
3. Due to computer virus threat data will not be copied on to your media (Pen drive). Data will be provided in CD only			
4. It is mandatory to acknowledge CIR, in case results published in Journal Paper, Conference proceeding, conference presentation, M.Tech/Ph.D. thesis or any technical write up			
5. Your cooperation in the smooth running of the Facilities in CIR is solicited.			