



CENTRAL INSTRUMENTATION FACILITY

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

PA Sangma International Block, Techno City, Killing Road, Baridua 9th Mile,

Meghalaya 793101

REQUISITION FORM FOR FOURIER TRANSFORM INFRARED SPECTROPHOTOMETER

NAME OF THE USER:

NAME OF THE DEPARTMENT(S)(for internal use) :

NAME OF THE ORGANIZATION(S)/INSTITUTE(S)(for external use) :

CONTACT DETAILS:

PHONE/MOBILE NO

EMAIL ID-

NO. OF SAMPLE(S):

SAMPLE DESCRIPTION:

State	
Solubility	
Boiling Point	
Melting Point	
Viscosity	
Refractive Index	

APPLICATION FORM No(to be filled by CIF Office)- USTM/K/CIF/2022/

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: **Signature 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 be abide by the rules and regulations of CIF, USTM.

Name of the PI/Supervisor/HoD/Principal :

Date: **Signature of the PI/Supervisor/HoD/Principal:**

c. Recommendation by the Academic Registrar (USTM) / the Director(CIF):

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

Date: **Signature of the Academic Registrar(USTM)/Director(CIF):**

d. Recommendation by the Instrument Operator:

a. Time and Date of Analysis:

b. Results of sample(s) analysis are provided to the applicant on

Date: **Signature of the Instrument Operator:**

Charges for FTIR services:

Instrument	Charge basis	Service Charge in INR 18% GST has to be paid extra				
		Sample charge for educational Institute of North East	Sample charge for educational Institute of outside North-East	Sample charge for Govt. institution	Sample charge for Industry	Internal/USTM
FTIR	Per Sample	500	600	750	1000	150

Sample charges have to be paid **in advance**. Payment Mode:

- a. **Demand Draft:** in favour of “University of Science and Technology, Meghalaya”, Payable at “Guwahati”,
- b. **Cheque:** In favour of “University of Science and Technology, Meghalaya”,
- c. **Online Payment:** A/C No: 4652000100055493, **IFSC Code:** PUNB0465200
Bank Name: Punjab National Bank, **Bank Address:** Six Mile Branch, Guwahati

Note:

- i. ***Before making payment, kindly clear all queries about sample from the corresponding Instrument***
- ii. Before submitting the samples for FTIR analysis, kindly confirm the date and time with the In-Charge of the CIF.
- iii. Any specific consumables required for particular sample preparation/analysis has to be arranged by the user.
- iv. Sample charges to be paid in favour of –
University of Science & Technology, Meghalaya
Techno City, Killing Road, Baridua , 9th Mile
Meghalaya- 793101
- v. Separate form has to be submitted for different category samples and analysis.
- vi. GST of 18 % on instrument usage charge has to be added extra as per govt regulation.
- vii. No further analysis will be carried out if not acknowledged duly.
- viii. **NO REFUND** in case of technical glitches with the Instrument. Only adjustment of fees permitted on re-use of the Instrument.