



Central Instrument Facility, IIT (BHU), Varanasi-221 005
Internal Requisition Form of HR-SEM



☐ IIT(BHU) User ☐ BHU User ☐ External Academic/R&D User ☐ Industry User Date:

USER INFORMATION:

Form No.:.....

Name of Indenter	
Name of Supervisor/Head	
Nature of Work: UG/PG/IDD/PhD. /PDF/Project/ Consultancy/ Industry	
Employee ID	
Name and Address of Department/School/Organization	
Contact number	
Email Address	

Sample Name: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Sample Type :(Solid _____ /Film _____ / Powder _____) (Tick Appropriate)

Nature of Sample: (Pl tick the appropriate) **NOTE: BIOLOGICAL & MAGNETIC SAMPLE IS NOT POSSIBLE**

* Hygroscopic or non Hygroscopic: *Organic or Inorganic:..... *Volatile or non Volatile:.....

*Stable below 100°C or stable below 150°C or stable below 200°C or above 200°C:

Whether EDS is Required: ☐ Yes ☐ No (Spectra Only/Spectra with Mapping or Both) (Tick Appropriate)

Please specify composition of the sample with formula:

Magnification/Resolution of Images required:

Pl. Specify if sample is **Toxic/ Hazardous/ Explosive/** etc.:

Do you want to present during the characterization or not?

Any Other Information:

Sample required be to preserve or not: Yes/ No (If NO mode of disposal):

Signature & Remark of Operator:Date & Time.....

For Internal User Only:	External User: Payment mode NEFT/RTGS/Net Banking etc. (GST 18% extra applicable)	
Total Charges Rs.	Details of the Account Holder	Registrar, IIT(BHU) Sponsored Project
A. Research Support Grant / CPDA:	Bank Name & Branch	State Bank of India (IIT-BHU Branch)
B. Project Contingency (Project code):	IFSC Code:	SBIN0011445
	Account No.:	32681045234
C. Department/School Operating Grant/Others:	Transaction Amount:	
	Transaction/UTR No:	
<p>Prof. In-charge, CIF Signature & seal of the Supervisor/Head Signature of User/Indenter</p>		

FOR USE IN FINANCE OFFICE

<p><u>Expenditure may be debit/credit to:</u></p> <p>Major Head: Sponsored Project Current Account (32681045234) Minor Sub Head: R&D/CIF/25-26/781</p>

<u>PASSED FOR PAYMENT/ ADJUSTMENT</u>			
For Rupees			
Asst.	S.O.	A.R.	D.R.

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