



Central Instrument Facility, IIT (BHU), Varanasi-221 005
Internal Requisition Form SPM



Nature of Work: UG/PG/IDD/PhD./PDF/Project/ Consultancy/ Industry. (Pl. Tick)

Req. No.

User Information

Name of Indenter:

Name of Supervisor/PI (in case of PhD/Dissertation/Project): Employee ID:

Name & Address of Department/School:

Phone Number: Email:

Date:

Number of Samples: **(Maximum Five Sample in One Form)**

Signature of the indenter

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

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

Nature of Sample:

* 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:

Characterization required:

Any Other:

Please specify composition of the sample with formula:

Resolution required:

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

Do you want to present during the characterization or not?

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

Special request (if any):

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

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Requisition Number (CIF Office will provide) :	
Payment:	
A. Faculty Research Support Grant / CPDA	
Project Contingency (Project code)	
B. Department/School Operating Grant	
Pl. Deduct Rs.	
CIF: Professor In charge	<p align="center">For A: Faculty Member/PI (Signature with seal)</p> <p align="center">For B: HoD/Coordinator (Signature with seal)</p>

FOR USE IN FINANCE OFFICE

Expenditure may be debit/credit to:
Minor Head: **Support Activities**
Minor Sub Head: **Income from Central Instrument Facility**

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