



**Central Instrument Facility, IIT (BHU), Varanasi-221 005**  
**External Requisition Form XPS**



**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: .....

**Minimum sample requirements:**

**Signature of the indenter**

1. **Pallet** – 1 cm dia with 2-3 mm thickness ( supplied by indenter itself)
2. **Thin film** – 1 cm<sup>2</sup>

**IMP: Is your sample containing any volatile/degassing element like Iodine (I) & Sulfur (S). Tick appropriate**

Yes

No

Serial Number	1.	2.
Sample Name		
Nature of Sample (Pallet/ Thin Film)		
Chemical Nature (Organic/ Inorganic/ Organic - inorganic/ Carbon based)		
Sample Property (Conducting/ Semi conducting/ Insulating)		
Elements to be Analysed		
Scan details Specification (Expected BE)		

Any Other: .....

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

Do you want to present during the analysis 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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<b>Requisition Number (CIF Office will provide) :</b>	
<b>Payment:</b> Demand Draft Only	
<b>In Favour of</b>	Registrar, IIT(BHU), Varanasi
<b>Name of the Bank - State Bank of India</b> <b>Name of Branch - IT, BHU, Varanasi</b>	<b>IFSC Code - SBIN0011445</b>
<b>DD No.</b>	Bank Name & Branch:
Pl. Deduct Rs.	
<b>CIF: Professor In charge</b>	<b>Faculty Member/PI /HoD/Coordinator</b> (Signature with seal)

**FOR USE IN FINANCE OFFICE**

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

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

All users are required to acknowledge the use of CIF equipment / CIF facility and the person(s) providing the technical help in all their research publications/ articles resulting from the use of CIF. A copy of such publication must be submitted to CIF for reference and record. Email: cifc@iitbhu.ac.in