

**FESEM Facility**

Email crf.fesem@iitrpr.ac.in, Ph.: Phone-01881-23-2557

Mr. Abhishek Sharma (FESEM Operator)

**Requisition Form No.**

**Date:**

**Section-A**

- A. Name of User: \_\_\_\_\_
- B. Mobile No and Email ID: \_\_\_\_\_
- C. Department/Address of user: \_\_\_\_\_
- D. Supervisor/Designated person from organization \_\_\_\_\_
- (Please tick)**
- E. Category I      Internal PhD Student/Project Student/TBIF      ( )
- Category II      Consultancy work      ( )
- Category III      External Academic User / Govt. R & D Labs      ( )
- Category IV      Industry User      ( )
- F. Number of Slots required      [      ]
- G. Total Amount (Rs.) [As per Annexure I]      \_\_\_\_\_

**Signature of User**

**Signature of Supervisor/Designated person**

<b>[For Internal Users Only]</b>	
<b>Institute Budget { }</b>	<b>From any other source Scheme / external projects within the Institute { }</b>
Budget Head: ..... Noted in budget Sheet vide Sr. No..... Dated.....  (No GST will be charged. Only respective budget will be reduced with sample charges as applicable)	Scheme / Project No ..... Principal Investigator .....  (No GST will be charged. Applicable Sample Charges will be deposited in "IIT Ropar Revenue Account, A/c No. 37360100716, IFSC-SBIN0013181, Rupnagar (Punjab)
<b>Dealing Assistant      HoD</b>	<b>Dealing Assistant      Supervisor/PI</b>
<b>[For External/TBIF Users Only]</b>	
Bill in favor of (with complete address) ..... GST no (If any) ..... State..... <b>Transaction details</b> (As per Annexure-1) Amount deposited vide UTR/ref no _____ dated _____ (Counterfoil attached)	
<b>Signature of Depositor</b>	
<b>[CRF Office: Verified that job is completed]</b>	
<b>Lab. Assistant/Operator</b>	<b>Officer In-charge</b>
<b>[For use by Accounts Section after job is done]</b>	
Amount credited in respective Equipment/Lab of CRF vide Sr. No. _____ dated _____	
<b>Dealing Assistant</b>	<b>JAO/AO      AR/DR (Accounts)</b>

**Charges & Payment Details for FESEM (Per Slot-each slot is of 30 min)**

Experiments	Internal Users		External Academic Users (Rs)+18% GST EXTRA	Industry Users (Rs)+18%GST EXTRA
	Phd/Project Student (Rs)	Consultancy work (Rs)		
Imaging, EDX, EBSD, Elemental Mapping (per hour)	250	375	1350	3575
Coating (per BATCH)	50	75	250	500

**\*\* For External Users**

- **Additionally, 18% GST is applicable for TBIF and External Users as per GOI norms**
- Payment can be made through any mode to this account number such as NEFT/RTGS/UPI payment gateways/QR scanner

**Bank Details for transfer of sample Analysis charges**

Name of Institute	Indian Institute of Technology
Name of the Institute Account holder/Designation	Registrar, IIT Ropar
Bank Account Name	IIT Ropar Revenue Account
Type of bank Account	Saving Account
Complete Account Number	37360100716
RTGS/IFSC code of the Branch	SBIN0013181
MICR Code	140002008
Name of Bank	State Bank of India
UPI ID	theregistrar716@sbi



- **Checklist to be submitted:**

- Completely filled and signed Job Requisition Form
- Duly prepared Samples (or mention if preparation is reqd.)
- Self-addressed envelope with appropriate postal stamps (if invoice is reqd. by post)
- Proof of payment with transaction details

## **Section-B (Technical Details)**

### **Name of the Equipment/Instrument - FESEM**

a) No. of samples	
b) Nature of Sample <sup>s</sup>	Pellet ( )      Thin Film ( )      Drop Cast/Powder ( )
c) Analysis Type	Imaging ( ) EDX ( ) EBSD ( ) Elemental Mapping ( ) Coating ( )
d) Type of Sample	Polymer ( ) Ceramic ( ) Metallic ( ) Biological ( ) Composite ( )

Additional information (if any)

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.....

<b>Total no. of slots of Measurements</b>	<b>Charges per slot</b>	<b>Amount (Rs.)</b>	<b>GST (Nil for Internal Candidates)</b>	<b>Total Amount (Rs.)</b>

**Declaration:** I, \_\_\_\_\_, hereby declare that I have read and understood the instructions outlined below in Annexure-1 and 2 before submitting the samples and payments. I acknowledge that the samples being supplied for analysis are intended solely for academic and/or research and development purposes. I further confirm that the results of the analysis will not be used, under any circumstances, to settle or resolve any legal disputes or issues.

**Signature of User**

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### **For CRF Office use**

<b>Job Requisition form No.</b>	<b>Job form Received on (Date)</b>	<b>Job Assigned To (Name)</b>	<b>Job completed on (Date)</b>	<b>Data files handed over to user</b>	<b>FESEM Log Book Pg No., S. No.</b>

**Lab. Assistant/Operator**

**Officer In-charge**

## INFORMATION FOR USERS

Following guidelines help ensure a smooth and efficient process for sample analysis while maintaining safety and accountability in the laboratory

### General Instructions

- Kindly discuss with operator about experiment details prior to filling the form and payment submission. Call the operator within working hours only.
- Please fill up the requisition form correctly. Incomplete form is liable to be rejected.
- Head of the Departments/Centers/Principal Investigators of the sponsored/Consultancy Projects are required to sign the form before submission.
- **Without submission of requisition form measurements will not be done.**
- Only users are requested to be present in person during assigned measurement slot.
- The users are not allowed to use the machine at their own under normal circumstances
- Users must adhere to laboratory safety protocols
- For visit to any lab, please contact Technical Officer, CRF, IIT Ropar or mail at [crf@iitrpr.ac.in](mailto:crf@iitrpr.ac.in)
- The user needs to inform operator at least 1 day in advance if they are not using the booked slot due to ANY reason
- **Sample Analysis:** Samples analysis will be conducted by JTS/TA on any working day starting at allotted slot.
- **Logbook Entry Requirements:** Users are requested to maintain a logbook entry as per the lab format mandatorily with signature upon completion of job.
- **Analysis Data:** Users are requested to collect their processed and raw data after analysis. Please bring your own working CD/DVD to take the data (Pen-drive/ external hard disk, etc., are not allowed).
- Sample collection after measurements to be arranged by users. Otherwise, samples will be discarded after one week.
- Kindly submit a self-addressed envelope with postage stamp if invoice required to be posted. Invoice may take a weeks' time to be sent.

### Equipment Specific Instructions

- Address for sending samples by post:  
**Mr. Abhishek Sharma,**  
**Room No-003,**  
**FESEM lab, Ground Floor**  
**CRF Building, IIT Ropar, Bada Phool, Rupnagar, Punjab-140 001**
- **Research publications emerging out of the FESEM facility, CRF at IIT Ropar must be duly acknowledged.**
- **Kindly share the publication details to [crf@iitrpr.ac.in](mailto:crf@iitrpr.ac.in)**
- Sample slot time includes mounting, optimization, measurement and unmounting of sample.
- The sample should be adequately adhered to the stub with carbon tape/paste
- **Repeat measurement on any sample will be considered as new/additional job.**