

**High Temp. Furnace Facility**

Email: [htf.crf@iitrpr.ac.in](mailto:htf.crf@iitrpr.ac.in), Phone-01881-23-2563

Mr. Harsimranjit Singh (TS, HTF 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: .....<br>Noted in budget Sheet vide<br>Sr. No..... Dated.....<br><br>(No GST will be charged. Only respective budget will be reduced with sample charges as applicable)                                       | Scheme / Project No .....<br>Principal Investigator .....<br><br>(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) .....<br>.....<br>GST no (If any) ..... State.....<br><b>Transaction details</b> (As per Annexure-1)<br>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 High Temperature Furnance**

| Experiments                                    | Internal                |                      | External academic users(Rs)with GST 18% Extra | Industry Users(Rs) with GST 18% extra |
|--|-------------------------|----------------------|---|---------------------------------------|
|  | Phd project Student(Rs) | Consultancy Work(Rs) |   |                                       |
| Charges for first six hours                    | 250                     | 400                  | 700   | 2500                                  |
| Subsequent each hour                           | 50                      | 75                   | 125   | 500                                   |
| Ar/N <sub>2</sub> gas (If Required) (Per Hour) | 100                     | 150                  | 250   | 1000                                  |

**\*\*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 – High Temperature Furnace**

|                      |   |
|----------------------|---|
| a) Nature of Sample  | Toxic ( )      Non-toxic ( )  |
| b) Environment       | Air ( )      Vacuum ( )      Gas (Argon/Nitrogen)   |
| c) Type of Sample    | Powder ( )      Metallic ( )      Ceramic ( )      Pellet ( )<br>Thin Film ( )      Composite ( )      Others ( ) |
| d) Max Temperature   |   |
| e) Heating rate      |   |
| f) Total Run Time    |   |
| g) Estimated Program | Start time -<br>Reach time -<br>Holding time -<br>Stop time -   |

Additional information (if any)

.....  
.....

| Total Hours | Charges / hour | Amount (Rs.) | GST (Nil for Internal Candidates) | Total Amount (Rs.) |
|-------------|----------------|--------------|-----------------------------------|--------------------|
|             |                |              |                                   |                    |

**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**

### **For CRF Office use**

| Job Requisition form no. | Job form Received on (Date) | Job Assigned To (Name) | Job completed on (Date) | Data files handed over to user | Log Book Pg No./S.No. |
|--------------------------|-----------------------------|------------------------|-------------------------|--------------------------------|-----------------------|
|                          |                             |                        |                         |                                |                       |

**Lab Assistant/Operator**

**Office Incharge**

## 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. Harsimranjit Singh,**  
**High Temperature Furnance lab,**  
**CRF Building, IIT Ropar, Bada Phool, Rupnagar, Punjab-140 001**
- **Research publications emerging out of the High Temperature Furnance 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.
- **Repeat measurement on any sample will be considered as new/additional job.**