

**SC-XRD Facility**

Email: : [scxrdadmin@iitrpr.ac.in](mailto:scxrdadmin@iitrpr.ac.in), Phone-01881-23-3053

Mr. Kamlesh Satpute (JTS, SC-XRD 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 SC-XRD**

Experiments	Internal users		External Academic users(Rs) with GST 18% Extra	Industry users(Rs) with GST 18% Extra
	Phd/Project student(Rs)	Consultancy		
Crystal Screening	Rs 100	Rs 150	Rs 1000	Rs 2500
Full Data Collection including Crystal Screening	Rs 500	Rs 750	Rs 4000	Rs 8000
Data collection at low temperature	Rs 1000	Rs 1500	Rs 5000	Rs 10000

**For Chemistry department, each extensive user faculty is required to submit Rs. 20,000 annually per equipment. You are also required to submit the payment details to CRF office.**

**\*\* 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

**Section-B (Technical Details)**  
**Name of Equipment- SC-XRD Facility**

**Sample and Measurements Details:-**

Sr. No.	Sample ID/Name	Molecular Formula/	Solvent Used	Measurements Required		
				Crystal Screening	Full data Collection	Data Analysis
1						
2						
Please attached expected structure details, if needed data analysis up to publications						

**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**

**1. Analysis Details:-**

Sample ID	Date	Time		Sample ID	Date	Time		Measurements Type
								Crystal Screening
								Data Collection
								Data analysis

**2. Analysis Charges Details:-**

Sr. No.	Measurement type	Charges per Sample	No. of samples	Amount	GST@18%	Total Amount(Rs.)
1	Crystal Screening					
2	Data collection					
3	Additional charges (if any)					

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**

**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 pen drive to take the data.
- 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. Kamlesh Satpute**  
**Room No-115, SC-XRD lab,**  
**SSB Block,**  
**IIT Ropar, Bada Phool, Rupnagar, Punjab-140 001**
- **Research publications emerging out of the SC-XRD facility, CRF at IIT Ropar must be duly acknowledged.**
- **Kindly share the publication details to [crf@iitrpr.ac.in](mailto:crf@iitrpr.ac.in)**
- **Booking System and payment:**
  - **Booking for Crystal Screening:** Booking will be provided to user for Crystal Screening in two slots respectively 9:00am to 10:00am and 10:00am to 11:00am on any working days. After receiving online booking and a duly completed Sample Requisition Form.
  - **For Data Collection Booking:** Data collection for qualified crystals after screening will be proceeding in sequence after 11:00am. If any qualified crystals remain after the day's data collection, the process will continue the following day after screening the remaining crystals.
  - **Booking for Data Analysis:** Booking will be provided to user for data analysis upto publication in two slots respectively 11:00am to 12:00pm and 12:00pm to 1:00pm on any working days.
  - **Crystal Selection:** Users are responsible for selecting suitable crystals using a high-definition microscope and submitting them to the JTS/TA for analysis. Training on crystal selection and microscope usage will be provided.
  - **Repeat measurement on any sample will be considered as new/additional job.**