

**Solid-State NMR Facility**

Email: nmr600.crf@iitrpr.ac.in , Phone-01881-23-3052

Mr. Manish Kumar, (NMR 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 NMR 600**

User Charges (per hour basis)	1D-MAS ( <sup>1</sup> H, <sup>13</sup> C, <sup>11</sup> B, <sup>27</sup> Al, <sup>31</sup> P, V.T)	1D-CPMAS ( <sup>13</sup> C, <sup>15</sup> N, <sup>29</sup> Si, V.T)
Internal (IIT Ropar)	800	800
Consultancy Work	1200	1200
External Academic & Govt. R&D Labs	1500	1500
Industry	8000	8000

**\*\* 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 the Equipment/Instrument – NMR-600 MHz**

No of Samples: \_\_\_\_\_

NMR Facility Required: Solid State NMR 600 MHz ( )

**Please fill the sample details as mentioned below:**

S. No	Sample Name/No.	Spectra Details (1D-MAS: $^1\text{H}$ , $^{13}\text{C}$ , $^{11}\text{B}$ , $^{27}\text{Al}$ , $^{31}\text{P}$ , V.T) (1D-CPMAS: $^{13}\text{C}$ , $^{15}\text{N}$ , $^{29}\text{Si}$ , V.T)	Remarks (If Any)

Additional Information (if Any), \_\_\_\_\_

Total Hours of Measurements	Charges per 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. Manish Kumar,  
NMR 600 lab,  
Chemistry Department  
IIT Ropar, Bada Phool, Rupnagar, Punjab-140 001**
- **Research publications emerging out of the NMR 600, 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.
- **Total charges per sample are subjected to the number of hours required for measurement.**
- **Repeat measurement on any sample will be considered as new/additional job.**