

UV Vis Spectrophotometer

Email: uv.vis.crf@iitrpr.ac.in, Phone-01881-23-2561

Mr. Damninder Singh (JTS, UV-Vis Spectrophotometer 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 _____
- 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 Hours required []
- G. Total Amount (Rs.) [As per Annexure I] _____

Signature of User

Signature of Supervisor/Designated person

[For Internal Users Only]			
Institute Budget { }		From any other source Scheme / external projects within the Institute { }	
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)	
Dealing Assistant	HoD	Dealing Assistant	Supervisor/PI
[For External Users Only]			
Bill in favor of (with complete address) GST no (If any)State..... Transaction details (As per Annexure-1) Amount deposited vide UTR/ref no _____ dated _____ (Counterfoil attached)			
Signature of Depositor			
[CRF Office: Verified that job is completed]			
Lab. Assistant/Operator		Officer In-charge	
[For use by Accounts Section after job is done]			
Amount credited in respective Equipment/Lab of CRF vide Sr. No. _____ dated _____			
Dealing Assistant	JAO/AO	AR/DR (Accounts)	

Charges & Payment Details for UV-Vis Spectrophotometer (Per Slot-each slot is of 1 hour)

Experiments	Internal users		External Academic Users (Rs) With GST 18% Extra	Industry Users (Rs) With GST 18% Extra
	Phd/Project Student (Rs)	Consultancy work (Rs)		
UV Visible Spectrophotometer	200	350	400	900

**** 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 - UV-Vis Spectrophotometer

No of Slots:

No of Samples:

Description of Samples:

Nature of Sample: Solid/Thin Film/liquid/Powder

Mode of Measurement: Absorbance/Reflectance/Transmittance/Total Transmittance

Additional information (if any)

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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

Signature of Supervisor/Designated person

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	UV-Vis 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
- 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. Damninder Singh,
UV-Vis Spectrophotometer lab
Room No-105, First floor,
CRF Building, IIT Ropar, Bada Phool, Rupnagar, Punjab-140 001
- **Research publications emerging out of the UV-Vis Spectrophotometer facility, CRF at IIT Ropar must be duly acknowledged.**
- **Kindly share the publication details to crf@iitrpr.ac.in**
- Sample slot time includes mounting, optimization, measurement and unmounting of sample.
- Approximately 5 samples can be done in a slot of one hour, rest depending upon the parameters.