

Central Research Facility (CRF), Indian Institute of Technology Ropar, Punjab

XPS Facility

Email: : crf.xps@iitrpr.ac.in, Phone-01881-23-2555
Mr. Manu Rana (XPS 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 samples 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/TBIF 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 XPS (per sample basis)

Experiments	Internal		External Academic R&D Labs	Industry User
	Phd/Project Student	Consultancy work		
XPS (Per sample)	Rs 300	Rs 500	Rs 3000	Rs 7000
UPS (Per sample)	Rs 300	Rs 500	Rs 3000	Rs 7000
*Per Depth profiling additionally after normal XPS and UPS (per sample) and run XPS or UPS	Rs 450	Rs 750	Rs 4500	Rs 10,500
*Per Cluster ion depth profiling for XPS and UPS after normal XPS or UPS	Rs 450	Rs 750	Rs 4500	Rs 10,500
Reflected Electron Energy Loss Spectroscopy (REELS)	Rs 450	Rs 750	Rs 4500	Rs 10,500
Ion Scattering Spectroscopy (ISS)	Rs 450	Rs 750	Rs 4500	Rs 10,500
*Heating per temperature (RT to 725 °C) XPS or UPS	Rs 600	Rs 1000	Rs 6000	Rs 14,000
*Per Cooling temperature (-140 °C) with XPS or UPS	Rs 600	Rs 1000	Rs 6000	Rs 14,000
XPS mapping (On top of the element scan)	Rs 300	Rs 500	Rs 3000	Rs 7000

**** 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 - XPS

a) Number of the samples						
b) Nature of Sample ^{\$}		Pellet () Thin Film () Drop Cast/Powder ()				
c) Analysis Type		XPS () UPS() Depth Profiling* () REELS () ISS () Heating XPS/UPS*() XPS Mapping () Cooling XPS/UPS* ()				
d) Type of Sample		Insulating () Semi Conducting () Metallic ()				
Name of Samples	Sample Type	Expected elements & their energy range (eV)				
		E1	E2	E3	E4	E5

Additional information (if any)

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Total Hours/Samples of Measurements	Sample Charges	Amount (Rs.)	GST (Nil for Internal Candidates)	Total Amount (Rs.)

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

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

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- 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. Manu Rana
Room No-002, XPS lab,
Ground Floor, CRF Building.
IIT Ropar, Bada Phool, Rupnagar, Punjab-140 001
- **Research publications emerging out of the XPS facility, CRF at IIT Ropar must be duly acknowledged.**
- **Kindly share the publication details to crf@iitrpr.ac.in**
- The heating + XPS/UPS sample will only be done once it is confirmed that the sample will not degas at high temperature than proposed analysis temperature. Please provide TGA data of the sample for heating analysis
- Maximum 5 elements will be done excluding carbon for considering per sample charges
- **If your sample contains S or I elements, then please mention it and provide details on a separate sheet.**
- Sample should be dry clean and should not degas in nature at high vacuum. If your samples degas then heat (if possible) and put in vacuum overnight otherwise put in vacuum (min 10^{-3} torr) overnight.
- **Repeat measurement on any sample will be considered as new/additional job.**