



Central Instrumentation Facility (CIF)

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Requisition Form for use of Facilities:

Date:

Instrument to be Used:

User Name:

Designation:

Address:

Tel/Mobile No.:

Email:

User Category:

Sharda University

Other Univ./Institutions

Industry/Private

Mode of Payment:

Internal Fund
Transfer

Online Transaction/
Reference no. & date

Online Transaction/
Reference no. & date

Payment Details:

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.....

*Nature of
Analysis:*

.....
.....

Sample Information:

Sample ID:

No. of Samples:

Storage Condition:

Hazard/Toxicity:

Undertaking

I/We undertake to abide by the safety and sample preparation guidelines and precautions during testing of my samples.
I/We shall not claim for any damage/harm to my samples submitted for the analysis.
CIF shall not take any responsibility for the analysis, interpretation and publication of data acquired using equipment at CIF.
I/We shall give due acknowledgement to CIF and SU seed fund in published journals and inform CIF about the publications.
We understand that service tax will apply as per the GST of Govt of India.
Signature & Stamp of PI/Head/Institute/University is mandatory get your requisition accepted.
Important Note: Kindly consult CIF staff for sample/sample preparation before bringing your samples for analysis. GST No. must be submitted for invoice.

Signature of User

Date of submission of requisition:

Signature with Stamp

(User Faculty/HOD/Dean/Chairperson)

Signature of Head-CIF

For Office Use Only:

Deposit Amount: