

Indent Serial No.

Date:

**INDENT FORM**  
**UV-VIS- NIR SPECTROPHOTOMETER**  
**CENTRAL RESEARCH FACILITY**  
**INDIAN SCHOOL OF MINES, DHANBAD –826004**

**Detail of amount deposited for the analysis**

\_\_\_\_\_ (in words \_\_\_\_\_) has been deposited through #DD\_\_\_\_\_ (DD number)/#cash payment in the ISM Cash counter\_\_\_\_\_ ( Receipt No.) on \_\_\_\_\_(date).

# (Please provide the original DD/ copy of cash receipt along with this form).

1.	Name of the User & Designation	
2.	E-mail ID/ Phone No.	
3.	Name of the Organization	
4.	Studies to be done (Absorption/ Reflectance/ Transmittance)	
5.	No. of Samples	
6.	Nature of the samples (Thin Film/Powder/Liquid)	
7.	Range of Scan	Starting
		Ending
9.	Remarks	

I, hereby state that the sample(s) is (are) nontoxic and non radioactive. Please allot time and complete the work.

Signature of HOD/HOC/Guide/PI/Prof.-in-Charge

Signature of the user

Signature of the Laboratory In-Charge

The above work has been done satisfactorily on \_\_\_\_\_(Date) within \_\_\_\_\_ number/s of slot and generated data has been delivered to me.

Signature of the Operator

Signature of the user

### ANALYSIS CHARGES

Category		Absorption	Reflectance	Transmittance
ISM users	UV-VIS range	Rs 100/- per sample	Rs 100/- per sample	Rs 100/- per sample
	NIR range	Rs 200/- per sample	Rs 200/- per sample	Rs 200/- per sample
Educational institutes*	UV-VIS range	Rs 200/- per sample	Rs 200/- per sample	Rs 200/- per sample
	NIR range	Rs 400/- per sample	Rs 400/- per sample	Rs 400/- per sample
R & D labs*		Rs 800/- per sample	Rs 800/- per sample	Rs 800/- per sample
Industry*		Rs 1500/- per sample	Rs 1500/- per sample	Rs 1500/- per sample

(No TAX is required for users of ISM)

\*The charges are excluding TAX. TAX may be calculated as 12.36%.

### INFORMATION FOR USERS

- 1) The Spectrophotometer is available for booking every week as follows: Total 10 halves / sessions in 5 working days (Monday - Friday).
- 2) Deadline for submission of Indent form is Thursday (up to 3 PM) of the previous week.
- 3) Allotment of slot will be informed by 4 PM on the next day (i.e. Friday).
- 4) All payment must be made prior to booking of the slot and true copy of the payment slip (for deposit in ISM cash counter in the head of **CRF, UV-VIS-NIR**) or original DD (must be drawn in favour of **Registrar, ISM**) must be provided with indent form.
- 5) All indent forms must be forwarded through the concerned HOD, HOC, PI, Guide or Prof.-in-Charge etc. and to be submitted in the UV-VIS-NIR Laboratory.
- 6) Moisture within the solid samples is not allowed. Moisture containing samples must be dried properly before scanning.
- 7) In case of power shut down or unforeseen disturbances, any unutilized slot will be subsequently compensated for in the next round of booking.
- 8) Generated data will be provided to the user only through the new unused blank CD. No request will be entertained for providing generated data by e-mail, pen drive, external hard disk or any other means. Thus user may bring a new CD for collection of their data.
- 9) All users are sincerely requested to inform the UV-VIS-NIR laboratory if any of the results obtained from UV-VIS-NIR receive special recognition (publication, award, journal-cover-page, special citation etc.) and leave a copy of their reprint, photograph or award copy with the UV-VIS-NIR Laboratory for internal documentation.