



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA**  
**OFFICE OF RESEARCH AND DEVELOPMENT**

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**FORM NO. R&D 34**

**PAYMENT FORM FOR USE OF CENTRAL INSTRUMENTS FACILITY (CIF)**

<b>Instrument to be used</b>	
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<b>Name of user</b>	
<b>Designation</b>	
<b>Address</b>	
<b>Telephone/Mobile No.</b>	
<b>Email</b>	

<b>Amount of Charges</b>	₹	Rupees	only
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<b>User Category (pl. tick)</b>	<b>Mode and source of payment</b>			
Other Govt. Institutions	<b>Demand Draft No.</b>		<b>Date</b>	
Industry/Private	<b>Demand Draft No.</b>		<b>Date</b>	
IISER Kolkata (internal fund transfer)	<b>PDAP</b>	<b>Cheque</b>	<b>Others</b>	
	<b>Project Name</b>			

Nature of analysis and sample information:
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**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. ■ I/We shall give due acknowledgement of the use of Instruments in published papers/thesis/reports and also send a copy to IISER Kolkata. ■ IISER Kolkata shall not take any responsibility about the analysis, interpretation and publication of data acquired using the Central Instrument Facilities. ■ I/We have attached herewith the demand draft or cheque or authorizing to deduct the necessary user charges as mentioned above.

\_\_\_\_\_  
Signature of User

Date:

**Job Order Number (Sl.No. of Analysis):**

**Important Note:**

- ✓ Kindly consult operating in-charge for all details regarding sample before bringing your samples for analysis.
- ✓ The sample charge has to be paid in advance. All external payments should be made in the form of DD in favour of "IISER Kolkata" and payment should be sent to the Dean, R&D, IISER Kolkata, Mohanpur - 741 246.
- ✓ The form will be finally sent to Office of R&D along with the DD/Cheque for depositing in bank accounts and also for book-keeping of internal fund transfer from PDAP/Project/other sources.
- ✓ User charges are uploaded in the Intranet/website.

**For Office Use Only:**

Date of submission of requisition:

Payment: ₹

DD No.

Dated:

Date of receiving of sample:

**Signature of Operating In-charge**

**Date:.....**

**Signature of Instrument Faculty In-charge**

**Date: .....**