



REQUISITION FORM

Field Emission Scanning Electron Microscopy Facility (Gemini-360)

CENTRAL INSTRUMENTATION FACILITY

National Institute of Technology Meghalaya

User Information

Name: Designation:

Address for
Correspondence / Billing:

Phone Number: E-mail address:

Details of samples submitted

Serial. Number	Sample code(s)	Nature of Samples: Metal / Film / Crystal / Biological / Ceramic / Tissue / Others:	Approx. Magnification required With required size range in nm/ μ m	Gold coating required (YES/NO)	EDX Analysis: Spectrum/Line/Mapping Mention the Element Details Tentatively
1					
2					
3					
4					
5					

Note: A maximum of 05 samples will be accepted at a time. If the sample(s) present any danger to the personnel or equipment then kindly provide appropriate handling instructions (samples of hazardous nature will not be accepted)

Sample disposition: (1) Save and return ☐ (the user must bear the cost) *

(2) Dispose of after analysis ☐

Payment details (online payment only):

Amount paid (Rs):

Transaction ID with date:

Signed copy of the bank transaction record is to be submitted along with the application. Send the supporting papers/documents for FESEM imaging and also mention the required element in EDX experiment.

All users are required to acknowledge the use of CIF, NIT Meghalaya in all their research publications/articles resulting from the use of CIF equipment. A copy of such publication must be submitted to CIF for reference and record.

(a) Signature of User
Date

(b) Signature of Supervisor
Name:
Seal:

(c) Signature of HOD/Principal
Name:
Seal:

No. of samples scanned		Date of Experiment	
Net Charge	INR:	Receipt No.	
Logbook Page No.		TA Name	

Any remarks (if any)

Operator Signature

Signature of Faculty-in-Charge

Information regarding the sample submission for internal users

- Internal users are requested to submit the samples to the Technical Assistant (CIF), Mr. Balatei Skhem Syiemlieh (Chemistry Laboratory, Academic Block, 9362708615/8575838065).
- Sample submission days (Tuesday and Thursday).
- Sample analysis days (Monday/Wednesday/Friday)
- Papers may be attached along with this form in case of specific requirements and the concerned faculty/scholar should discuss with the TA regarding the experimental outcomes (as applicable).
- The days/dates are tentative and may change depending on holidays or other reasons.

Please Note: Incomplete requisition forms will not be entertained. The full charges have to be paid in advance via online mode to the following account:

Account Holder Name: NIT Meghalaya CIF
Account Number: 110251102104; IFSC Code: CNRB0007767
Branch Name: NIT Meghalaya Sohra

*Kindly acknowledge the use of the facility in your published papers/thesis and send us the citation details.

Sample Analysis Charges (Per Sample or Per Hour): GST @ 18% extra will be charged for External Users [No GST for Internal Users]

Name of the instrument	Facilities Available	For Educational Institutes (Gov't/Private) of NE region	For educational institutes (Gov't/Private) of outside NE region	Gov't Organizations/ Laboratories	Private Industries or RD Laboratories
FESEM with EDS	FESEM image with EDS	1500/-	2000/-	2500/-	3500/-
	FESEM image only	1200/-	1600/-	2000/-	3000/-
	Gold Coating (Extra)	200/-	200/-	200/-	200/-

.....