



CENTRAL INSTRUMENTATION FACILITY

National Institute of Technology Meghalaya, Sohra-793108

Website: www.nitm.ac.in

REQUISITION FORM FOR Metal 3D Printer

Date:DD/MM/YYYY

Details of the User

- a) Name of User:
- b) Designation: Employment code/Roll No.:
- c) Department/Centre:
- d) Organization/Institution:
- e) Address:
- f) E-mail:
- g) Contact number:

Details of Print

Printed material	Number quantity to be printed	Model to be provided	
		Yes	No (If model not provided separate charges need to Provide for modeling)

*Cost of the print will be intimated upon submission of the model as .stl format.

2. Payment details only for external users (online payment only):

Amount paid (Rs): Transaction ID with date:

[Signed copy of the bank transaction record is to be submitted along before starting the job.

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.

Signature of Student/
Username:

Remark/recommend

Signature with date
Supervisor/Lab-in-charge
Name:
Seal:

Remark/recommendation

Signature with date
HOD/Principal/Director
Name:
Seal:



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For office use only

No. of copy printed			
Start date and time		End date and time	
Support material utilized (gm)		Build material utilized (gm)	
Net Charge	Rs.	Receipt No.	

Remarks:

Instrument Operator
(Signature with seal)

Remarks:

Faculty in-Charge
(Signature with seal)

Information regarding the sample submission for internal users

- Users are requested to submit design as .stl format to Dr. Bikash Kumar Sarkar (Email id: bikash.sarkar@nitm.ac.in) and Mr. Souradeep Bhowmick (Email id: souradeepbhowmick@nitm.ac.in) through email.
- Print cost will be intimated after getting design file.
- If design is not provided additional charges need to be paid.
- Additional description regarding the print may be provided in a separate sheet (which must be duly signed).

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

Account Holder Name: NIT Meghalaya CIF

Account No.: 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.