Nanoscale Research Facility
Room No. 116, Block-VI,
Indian Institute of Technology Delhi,
Hauz Khas, New Delhi – 110016
Tel: 011 2659 6784

Characterization and Fabrication Request Form

(For External Users)

A list of equipments is available on the NRF website: http://nano.iitd.ac.in/
Please read the instructions given overleaf carefully.

Name of the requestor: ________________________________________________________

Designation: ________________ Category: (B. Tech, M. Tech, PhD, Faculty, etc.) ________________

Mobile: ___________________ E-mail: ________________________________

Affiliation (with complete address): ________________________________________________

______________________________________________________________________________

Equipment required: __________________________________________ No. of samples: ______

Sample details (size, material, form, etc.): ________________________________

Sample preparation required (If any) ________________________________ Toxic: (YES/NO)____

Additional Information: ______________________________________________________

Name & Sign of Guide/Supervisor: __________________________________________

GST Number: ________________________________

______________________________________________________________________________

For office use:

Name & Sign of Faculty in-charge: ________________________________________________

Total charge for measurement_____________ (Charges per sample X no. of sample + 18% GST)

Payment Ref. Number: ______________________________________________________

Proposed date of measurement: ____________ Actual date of measurement: _____________

Name & sign of TA/Operator: ____________________________________________________
Instructions for users:

A. Booking and Payment

- Please print the characterization laboratory request form and e-mail the duly filled and signed form to NRF at: nrf@physics.iitd.ac.in
- Once approved, the user will be notified and requested to make payment through RTGS before 2 days of testing and E-mail the online transfer payment copy (nrf@physics.iitd.ac.in).
- The charges for usage of various equipment's are mentioned at:
  [http://nrf.iitd.ac.in/userchargeslist.pdf](http://nrf.iitd.ac.in/userchargeslist.pdf)
- For the payment, RTGS Details mention below.

- The application form along with demand draft can also be submitted to the NRF office by hand.
- Once payment is verified, the date and time of measurement will be notified to the user by e-mail.

B. Measurement

- Please provide maximum information regarding the samples to avoid any confusion.
- If the measurement cannot be carried out due to issues related to the sample (e.g. size, material, etc.), it will be the responsibility of the user.
- Booking will be cancelled if the user fails to bring the samples.
- **Data will be provided in CD.** USB pen-drives are not allowed.
- If the results are used in a publication, the following statement should be added in the acknowledgement, "The use of characterization facility at Nanoscale Research Facility (NRF), Indian Institute of Technology Delhi, New Delhi, is gratefully acknowledged".
**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENT**

*A. DETAILS OF ACCOUNT HOLDER*

<table>
<thead>
<tr>
<th>NAME OF ACCOUNT HOLDER</th>
<th>IRD ACCOUNT IITD</th>
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<tbody>
<tr>
<td>COMPLETE CONTACT ADDRESS</td>
<td>IIT CAMPUS, IRD UNIT, HAUZ KHAS, NEW DELHI - 110016</td>
</tr>
<tr>
<td>TELEPHONE NUMBER/FAX/EMAIL</td>
<td>011-26591758/26597157 E mail Id : - <a href="mailto:arirdac@admin.iitd.ac.in">arirdac@admin.iitd.ac.in</a></td>
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*B. BANK ACCOUNT DETAILS*

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<tr>
<th>BANK NAME</th>
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<td>BRANCH NAME WITH COMPLETE ADDRESS</td>
<td>INDIAN INSTITUTE OF TECHNOLOGY, HAUZ KHAS, NEW DELHI-110016</td>
</tr>
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<td>IFS CODE OF THE BRANCH</td>
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<td>IITD PAN No.</td>
<td>AAATI0393L</td>
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I hereby declare that the particulars given above are correct and complete.