

Indian Institute of Technology Bombay
Environmental Science and Engineering Department

Facility usage Requisition Form

Req. No.:

Date:

1.	Name and Mobile No. of user	:	
2.	Roll No./Designation	:	
3.	Department	:	
4.	Name and EMP code of PI/Guide	:	
5.	Lab Name and contact	:	
6.	Mobile Number and Email ID of user	:	
7.	Instrument Name	:	
8.	Sample Preparation Steps (Please attach)	:	Attached/Not Attached
9.	Solvent Grade Used in Preparation	:	
10.	Number of Sample	:	
11.	Purpose of Sample analysis: Course (Like Ph.D/M.Sc/M.Tech)/ Sponsored Project/Consultancy	:	
12.	Fund Details of ESED Project	:	RI/0822-INFCESED-001
13.	Special Requirement or Remarks, if any	:	
14.	Total Charges (Rs)	:	

I certify that the sample(s) to be analysed is (are) not hazardous or harmful in any manner to human or equipment and agree to acknowledge the facility of ESED, IIT Bombay in our Publications/Reports/Thesis in which data is used.

User Signature

Signature of Head/PI

Signature of Head, ESED

Note: In case of any query please contact ESED Office (office.esed@iitb.ac.in) or Staff (anshul.m89@iitb.ac.in or mugdha.padawe@iitb.ac.in)

Environmental Science and Engineering Department
Charge-Slip for Analytical Facility

Instrument Used:

Date:

1.	User name and Mobile Number	:	
2.	Department	:	
3.	Total Amount	:	
4.	Charges to be deducted from Sponsored Project		
	Project Code	:	
	Project Indenter	:	
5.	Charges to be deducted from Department Fund		
	Expenditure Head/Code	:	
6.	Kindly debit the amount from the Sponsored Project/Department Fund specified above and credit the same to income account code		
	Income Account Code	:	RI/0822-INFCESED-001

User Signature

Signature of PI

Signature of Head

(for Sponsored Project)

(For Department Fund)

To, Dean (R&D)/ Dy.Registrar (F&A)

*Project code must have Contingency and Consumable Budget