



Indian Association for the Cultivation of Science

Jadavpur, Kolkata - 700032

Department of CSS

Job No. _____

Requisition Form for CSS Instruments

Requisition Form for (Name of the Instrument) : _____

Name of the User : _____

Designation/Department/ Organization : _____

Authorization by : _____ Signature of the Supervisor: _____

(Letter to be enclosed for External user)

GST No. _____ PAN No. _____

Job Description :-

Sl/ No.	Number of Sample/Session	Details of Specimen	Special instructions by the user

Signature of User : _____ Signature of the Faculty In-Charge: _____
Date : _____ Date : _____

Schedule of Time Used (For Office Used Only)

Date	Run Started	Run Completed	Total No. of Sample/Session	Amount to be charged ##

Signature of Technical Officer

Date : _____

Signature of the User

Date : _____

Filled in Requisition form to be submitted by email/hand to the in-charge of respective instruments. The Requisition has to be sent either by the Supervisor or to be copied to supervisor where student is sending it.

For External Sample, User's Charge + Service Tax as per Rule.