



**Scanning Electron Microscope (SEM)  
Central Sophisticated Instrumentation Centre (CSIC)  
Dibrugarh University**

**Requisition Form**

To be filled compulsorily, otherwise the request will not be accepted.

Name of the User	
Contact No (s)	
Name of Supervisor	
Department	
Institute	
Email ID	
Address	
Type of Institute (Please tick)	Educational Institute/Govt. Organization/Private Industry
Bank details of fees (DD No./Cash Deposit Slip)	

Sample Code/Name	
Type of Sample (Powder/thin film/Biological/other)	
Amorphous/Crystalline	
Conducting/semi-conducting/non-conducting	
Moisture sensitivity of the sample (high/low/unknown)	
Whether sample is volatile (Yes/No)?	
Type of measurement (Morphology/Compositional (EDX), specify if any element)	
Special instruction if any (Magnification may be specified if necessary)	
Any other information	

\*Please provide reference data, image, published papers for best results

\*\* If the sample(s) present(s) any danger to the operator or equipment then kindly provide appropriate handling instructions or stipulates any special treatment as protocol, otherwise the user will be solely responsible for the damage done.

The use of this facility (CSIC, Dibrugarh University) must beacknowledged in the publications/thesis/reports of the user and same should be informed by the email [csic@dibru.ac.in](mailto:csic@dibru.ac.in).

Signature of the Applicant

Signature of the Supervisor/Head/  
Chairman of Dept/Centre

**OFFICE USE**

Signature of the Dean,

**General Instructions:**

1. All possible care will be taken in handling the samples. CSIC, DU will not be responsible for any damage during transit or handling. If the analysis cannot be carried out on any sample, the same may be collected from the centre within 15 days.
2. All concerned persons, research fellows and students are advised to send their application and samples through their supervisors or Head of Department. The request should be made only on University/College/Institute letter head.
3. Samples and payment should be sent preferably in the same cover. Samples will not be analyzed till payment is received.

**SEM Charges**

- For users from Dibrugarh University: Rs.250/- per sample+ Rs 200/- per sample for EDX
  - For users from Govt. Educational *Institutes* & Labs : Rs. 500/-per sample + Rs 200/- per sample for EDX
  - For users from Industry & Private Institute : Rs. 1000./-per sample + Rs 200/- per sample for EDX
  - Please add courier charges ofRs50/- (optional)
4. The analysis charge have to be paid in the form of (i) Demand draft in favour of **Registrar**, payable at **Dibrugarh University**. The requisitions from duly completed and signed, the payment receipt and the sample(s) are to be send to

**Mr. Karunakar Borah**

Technical Officer

University Science Instrumentation Centre/

Central Sophisticated Instrumentation Centre (CSIC)

Dibrugarh University, Dibrugarh - 786004

Email: csic@dibru.ac.in

5. Finely grinded powder sample in sufficient quantity should be brought/sent to the SEM Lab.
6. The analytical data/spectra will be provided only for research/development purposes. These cannot be used as certificates in legal disputes.
7. The samples will be analyzed within 15 working days after completion of all formalities. In case of short payment/incomplete method/system problem, the time will start after sorting all issues.
8. Samples will be analyzed on first come first served basis. No enquiry will be entertained after 30 days of dispatch of results.