



**CENTRAL INSTRUMENTATION LABORATORY**

APPLICATION FORM

Date: .....

Name of the Researcher : .....

Designation : Faculty / Student / Project staff (please tick)

Supervisor's Name : .....

Department / Division : .....

Name of the College / Institution : .....

Postal Address : .....

Pin ..... State: .....

Phone/Mobile No. : ..... E-mail: .....

Name of equipment to be used : .....

Required - Slot : Date: ..... Time: .....

No. of samples : .....

Sample details (descriptive) : .....

Sample is Health Hazardous : No / Yes (tick)

**DECLARATION**

I hereby declare that that the above details provided by me is complete in all respects, correct and true to the best of my knowledge and belief. I will also read and abide the terms and conditions for using the Central Instrumentation Facility in ICAR – CIBA, Chennai.

- I know the operation of the equipment opted and take responsibility.
- I don't know the operation of the equipment; need a technical staff from CIBA for assistance.

**Signature of Applicant**

**FOR CIF OFFICE USE ONLY**

Registration ID: \_\_\_\_\_ Payment details: \_\_\_\_\_

Instrument allotment date and time: \_\_\_\_\_

Date when work done: \_\_\_\_\_ Log book entry done: \_\_\_\_\_

Technical Staff: \_\_\_\_\_ **CIF IN-CHARGE:** \_\_\_\_\_





## CENTRAL INSTRUMENTATION LABORATORY

### Terms and Conditions

1. Completed application form should be sent to the e-mail: [director.ciba@icar.gov.in](mailto:director.ciba@icar.gov.in)
2. Every applicant has to make a note of his/her registration ID (Eg. Reg XXXXX) sent to your mail for future correspondence.
3. Payment should be made after receiving confirmation from CIF; two days prior to the slot date and submit photo copy of the transaction details.
4. Applicant is requested to report on scheduled date & time slot to the CIF.
5. In case of cancellation / change of the slot, the applicant need to inform CIF in-charge one day / 24 hours prior to the allotted slot time by Gmail: [cibacif@gmail.com](mailto:cibacif@gmail.com)
6. There will be no refund of the remitted amount, if researcher does not report / failed to inform CIF about slot cancellation. The researcher will not be entertained further booking for a period of fifteen days.
7. Due to unavoidable circumstances such as breakdown / maintenance of the instruments / non-availability of concerned staff, the slot shall be changed or cancelled.
8. CIF will provide instruments facility only. Consumables required for sample preparation/analysis has to be taken care by the researcher.
9. **Entry in log book is mandatory before the use of equipment.** In case of any complaint on cleanliness of the equipment; the same may be recorded in the remarks column of the log book.
10. The equipment should not be shifted to any other location within the facility or outside without the prior permission of the CIF In-charge.
11. Separate requisition form has to be submitted for different equipment.
12. **Payment mode: 'Only online payment' – (Visit <https://ciba.icar.gov.in/> - “Online Payments”). Charges once paid are not refundable; but may be adjusted for later use.**
13. GST of 18% on instrument usage charge has to be added extra as per government regulation.
14. Any publication/thesis out of this work should be duly acknowledged as, 'ICAR–Central Institute of Brackishwater Aquaculture, Chennai'.
15. For further details, contact: **The Director, ICAR - Central Institute of Brackishwater Aquaculture, Chennai'.**

**Please bring FRESH CD ONLY for collection of results.**

**Used CDs or PENDRIVE are not allowed**

**Central Instrumentation Facility Timing: 9 am to 5.30 pm**

**(EXCEPT SATURDAYS / SUNDAYS / GOVERNMENT HOLIDAYS)**

Read the terms and conditions carefully and sign the declaration in the application form

