



Central Instrumentation Laboratory

Institute of Pharmacy & Technology, Salipur

Dist. Cuttack, Odisha-754202

Requisition form for use of facility (IPT Student/ Staff)

Name :
Designation :
Course & Year :
Tel/Mobile No :
Email :
User Category: Student Staff

Instrument to be Used (FTIR/ UV-Vis / RP-HPLC):

Date of Usage:, Sample Name & Number of Samples:

Type of sample (Nature):

Solvent Conditions (For UV-Vis / RP-HPLC):

Nature of Service required

1. Sample analysis only
2. Sample preparation with Sample analysis
3. Sample preparation, Sample analysis and Interpretation of analysis

Important Note: Kindly consult CIL convener/instrument in-charge for sample analysis/sample preparation charges and other requirements before bringing your sample for analysis.

Undertaking

I/We undertake to abide by the safety and sample preparation guidelines and precautions during testing of my samples I/We shall not claim any damage /harm to my samples submitted for the analysis by CIL equipment.

I/We shall give due acknowledgement to CIL in the result so published in journals and also inform CIL about the publication which acknowledges the use of CIL facilities.

Signature of Applicant

Signature of Guide

Date of submission of requisition

Signature of HoD / Principal

Signature of Pharma. Analysis HoD

Signature of Instrument-in charge

For Office use only:

Sl. No. of Slip:

Date of Analysis:

iptcilm@gmail.com; Contact No. +91-9439005051; +91-8917263633



Central Instrumentation Laboratory

Institute of Pharmacy & Technology, Salipur

Dist. Cuttack, Odisha-754202

Requisition form for use of facility (Outsider of IPT)

Name :
Designation :
Address :
Tel/Mobile No :
Email :
User Category: Private Institution Industry Govt. Institution

Instrument to be Used (FTIR/ UV-Vis / RP-HPLC):

Date of Usage:, Sample Name & Number of Samples:

Type of sample (Nature):

Solvent Conditions (For UV-Vis / RP-HPLC):

Nature of Service required

1. Sample analysis only
2. Sample preparation with Sample analysis
3. Sample preparation, Sample analysis and Interpretation of analysis

Mode of Payment: IPT internal fund transfer #DD / Cheque Cash

Important Note: Kindly consult CIL convener/instrument in-charge for sample analysis/sample preparation charges and other requirements before bringing your sample for analysis.

Undertaking

I/We undertake to abide by the safety and sample preparation guidelines and precautions during testing of my samples I/We shall not claim any damage /harm to my samples submitted for the analysis by CIL equipment.

I/We shall give due acknowledgement to CIL in the result so published in journals and also inform CIL about the publication which acknowledges the use of CIL facilities.

Signature of Applicant

Signature with stamp

(Users Faculty/Chairperson/Head of institution/Chief Investigator)

Date of submission of requisition:

Signature of Instrument-in charge

Signature of Principal, IPT Salipur

For Office use only:

Deposited amount:

Details of Slip:

Signature of depositor:

Date: 05.03.2026

To,
The Principal
Institute of Pharmacy & Technology, Salipur
Dist. Cuttack, Odisha.

Sub.: Approval of sample analysis charges for sophisticated instruments at CIL, IPT Salipur.

Dear Sir,

It is submitted that we are getting enquiries from various organizations to do the analysis of their samples using FTIR (ATR), UV-Visible (UV1900i) Spectrophotometer and RP-HPLC Binary Gradient available in our Central Instrument Laboratory (CIL).

We propose to keep the costing charges for sample analysis as below which may be approved.

Name of Sophisticated Instruments	Sample condition	Proposed Sample Analysis Charges (Rs.)	
		Academic Institution	Industry
FTIR (ATR) Spectrophotometer Make: Bruker Model: Alpha with ZnSe crystal	Solid / Liquid / Solution (PH = 4 - 8)	Rs. 200/- per sample	Rs. 300/- per sample
UV-Visible Spectrophotometer Make: Shimadzu, Japan Model: UV-1900i	Soluble in suitable solvent	Rs. 200/- per sample	Rs. 300/- per sample
Reverse Phase High Performance Liquid Chromatography (RP-HPLC) Make: Shimadzu, Japan (Binary Gradient) Model: CBM 20A LITE, LC-20AD pumps, with SPD-M40PDA detector and LabSols LC Connect CS Ready software	Soluble in suitable solvent	Rs. 500/- per sample per day plus solvent expenses extra. <i>Bahū</i>	Rs. 700/- per sample per day plus solvent expenses extra. <i>Bahū</i>

It is therefore requested that approval may please be granted for the analysis. Other terms and conditions will remain same as previous year.

Thanking you.

Yours sincerely,

B. Behera
05/03/26

Mrs. Bipasha Behera

In-charge, Central Instrument Laboratory
Dept. of Pharma. Analysis, IPT Salipur

Bahū
05.03.2026

Dr. Minaketan Sahoo

Head, Dept. of Pharma. Analysis
IPT Salipur

Approved
P. S.
05/03/26

Principal

Institute of Pharmacy & Technology
Salipur, Dist-Cuttack-754202, Odisha