**Date: …………**

**Request Form**

 **(Internal use only: for IIT Patna users)**

**Details of the user (student/employee)**

Name & Address :

Student Roll no. or Employee’s code :

Email and Mobile no :

Department/Centre :

Brief description of work :

Name of the machining facility to be used : VMC/ AWJM/ 3D Printer / 3D Scanner / TIG MIG Welding/ Others

 Please specify …………………………….

User Category : Research, Sponsored project, Consultancy, or others

 Please specify …………………………….

**Authorization of the paying or certifying authority (PI/ SUPERVISOR/ HOD)**

Name :

Designation :

Name of project’s head from which payment will be made:

Signature of an authorized signatory to authorize payment:

Signature of Researcher/individual (Full payment will be made by researcher/an individual):

**Payment details (Use the following bank details to make the transaction)**

**Customer Name: Messrs FOUNDATION FOR INNOVATORS IN SCIENCE AND TECHNOLOGY**

**Account No:6244101000090, IFSC: CNRB0006244**

**Tentative allotted slot for machining: Date:…………………, Time: …………………**

**Waived off/Discount on the applicable charges of machining may be approved by PIC, FIST only: 100% / 50%**

**Approved by**

**Machine/Lab I/c Engineer CEO Prof. K Patra, PIC, FIST**

**For office use only**

Name of the facility used in Hrs. Or gm. :

Total machining facility charge in Rs :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Only.**

**Total amount after applicable discount Rs.:………..……… only.** *(Waive-off charges will be given only after duly approved by PIC, FIST)*

**Machine/Lab I/c Engineer** **Accountant Section CEO Prof. K Patra, PIC, FIST**