



Indian Institute of Technology Ropar
Satish Dhawan Block, Department of Mechanical Engineering

IITRPR/MEDRF/...../.....

ME DRF USER FORM
(IIT Ropar User)

Date:/...../.....

Name of the User (UG/PG/PhD)

Name of the Supervisor

Department/center

Email id

Mob. No.

User's signature/date

Test/work charges	
Cost per hour	
Total hours of usage	
Total testing charges	
Other charges	
Total (INR)	

Test/work Details

Note: Invoice will not be generated for IIT Ropar user

Sr. No	Details of the test/work	Equipment used	Details of sample(s)	No. of Samples

Note: Please follow the instructions available on the DRF webpage before submitting the form

Budget head reference: (Please select the appropriate option from the below table)

Institute/department Budget { }	From any other source Scheme / external projects within the Institute { }
Budget Head: Noted in budget Sheet vide sr. no..... dated..... (No GST will be charged. Only respective budget will be reduced with sample charges as applicable)	Scheme / Project No Principal Investigator (No GST will be charged. Applicable Sample Charges will be deposited in "IIT Ropar Revenue Account, A/c No. 37360100716, IFSC-SBIN0013181, Rupnagar (Punjab)
Dealing Assistant Supervisor HoD	Dealing Assistant PI

FOR DRF/OFFICE WORK

Date and Time allotted:

Approved /Rejected

DRF staff coordinator (sign with date)	Staff/Student coordinator of the equipment (sign with date)	DRF faculty In-charge (sign with date)
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For use by Accounts Section

Amount credited in respective Equipment/Lab of Service Provider department vide Sr no _____ dated _____

Dealing Assistant

JAO/AO

AR/DR (Accounts)