External User’s Request making Process

http://saifora.iitb.ac.in/Web_Portal_DST_SAIF/DST_SAIF_ExtOnlineExtProces_SAIFMumbai.html
Online Registration for Sample Analysis Request

Note:
1. Please review How to Use Facility and Payment Process before proceeding further.
2. Estimate charges using calculator before making payment.
3. Payment has to be made in advance ONLY using Electronic Transfer.
4. Electronic Transfer (NEFT) to the following account:
   - Account Name: Registrar IIT Bombay
   - Account Number: 10725729173
   - Bank Name: State Bank of India
   - Bank Branch Name: IIT Bombay, Powai, Mumbai-400076
   - Bank IFSC Code: SBIN0001109.
5. Electronic copy of cover letter and MSDS document should be available with you while filling the request form.
6. Any wrong information quoted may lead to cancellation of your registration.
7. Please submit/send a printout of electronic fund transfer (NEFT) proof, samples, covering letter on your organisation letterhead and registration form print copy with appropriate signature to
   - The Head - SAIF
   - IIT Bombay, Powai
   - Mumbai-400076

Click Here → Register Now!
Screen after clicking ‘Register Now’ button

If you are a new user, create your account to receive login credentials
Screen after login

Click Here to make a request

Welcome
Ms. Kalpana Mahajan,
Asstt. Gen. Manager (Marketing),
Advanced Capability & Nano Technology

Log Out
Request Form
My Requests
View Profile
Update Profile
Change Password

Department Of Science & Technology, Delhi
Sophisticated Analytical Instrument Facility, Mumbai
Indian Institute of Technology Bombay, Powai

Welcome
Ms. Kalpana Mahajan,
Asstt. Gen. Manager (Marketing),
Advanced Capability & Nano Technology

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My Profile

Category of the Org : University
Organisation Name : Aaaaa University
Addr (Street & City) : S.V. Road ssssi dddddd
State : Jalgaon
Pincode : 333332
Category of the User : Faculty
Full name : Mahajan Kalpana
Designation : Asstt. Gen. Manager (Marketing)
Department : Advanced Capability & Nano Technology
Alternative Email Id : kalpana_mahajan@itb.ac.in
Contact No : 9820111111
Bill on the name of : Kalpana Mahajan U
Org Short Name : ABCDE

Click Here to make a request
Screen after clicking ‘Request Form’ link

Select a facility

Click here

Welcome
Ms. Kalpana Mahajan
Asstt. Gen. Manager (Marketing)
Advanced Capability & Nano Technology

Request For Sample Analysis by External Users

Select *
Facility

Click Here For Estimation of Charges
Click Here For Registration

Note:
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2. Please click here for confirmation of charges before making any payment
3. Electronic copy of cover letter and MSDS document should be available with you while filling the registration form.
4. The transfer acknowledgement from the payment service provider (bank, google pay, bhim etc.) in electronic format should be available with you.
5. Any wrong information quoted may lead to cancellation of your registration.
6. Please submit/send a printout of electronic fund transfer (NEFT) proof, samples, covering letter on your organisation letterhead and registration form print copy with appropriate signature to

"Head, SAIF-Mumbai
Indian Institute of Technology Bombay, Powai
Mumbai, Maharashtra
Pincode : 400076"
Request Form for FEGSEM Facility

For sample charges and/or analysis related information, please email the facility incharge at: fegsem@iitb.ac.in, princy@iitb.ac.in

Login ID: kalpona_u_mahajan@yo

Name of SAIF Centre: SAIF-Mumbai

Instrument ID: 20

Instrument Code: FEGSEM

Upload Files (each file size should be less than 1 MB)

MSDS*: Browse... No file selected. Upload File

Proof of Payment*: Browse... No file selected. Upload File

Cover Letter*: Browse... No file selected. Upload File

Payment Details

No. of Payments: 1

Payment Mode: Electronic Transfer

1. Transaction Details (*mandatory fields)

UTR Number*: 

Transaction Date*: (Format: YYYY-MM-DD)

Transaction Amount*

Bank Name*

Branch Name*

Bill & Dispatch Details

Letter/Payment proof Submitted By:

Bill & Report Collecting:

Sample Details (*mandatory fields)

No. Of Samples*

User Remarks*

Sample Description in brief*

Morphology & size expected

Sample is: □ Magnetic □ Nonmagnetic □ Biological

In Case Sample is Biological, Fixation (If required) should be done by user.

Fixation: □ Done □ Not Required

Sample is: □ Hazardous □ Non-Hazardous
Your request for FEGSEM analysis has been successfully submitted.
Reference Number is EXT.SAIF-Mumbai.REF.3075
When we will receive hard copy of Covering letter on your Organisation Letterhead with appropriate signature &
seal/stamp and print out of Request, then only We will register your samples and you will get SAIF Registration
No. for further status of the analysis. Please submit/send DD, Samples, Covering letter on your Organisation
Letterhead with appropriate signature and print out of Request send to

"Head,SAIF
IIT Bombay,
Powai, Mumbai-400076"

Take a Print

Please contact lab incharge before sending your sample using the following email
fegsem lab@iitb.ac.in,princy@iitb.ac.in

Note: Please mention your login_id/email id on your letter or registration form print copy with appropriate
signature. Kindly update your correct contact number for further contact.
Click ‘My Requests’ link to see all requests

Welcome
Ms. Kaipana Mahajan
Asstt. Gen. Manager (Marketing)
Advanced Capability & Nano Technology

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Change Password

Department of Science & Technology, Delhi
Sophisticated Analytical Instrument Facility, Mumbai

Welcome : Ms. Kaipana Mahajan Assst. Gen. Manager (Marketing)

Request For Sample Analysis by External Users

Select Facility

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