PG Research Lab Booking Procedure for **Outside IITK users**

1. Find the attached Booking Form
2. Fill up the form completely
3. Calculate charges according to the instrument and no of samples
4. Make a DD from any *nationalized bank* of the same value as calculated charges
   - In favour of ‘*The Registrar, IIT Kanpur*’
   - Payable at *Kanpur*
5. Submit Completed form along with required DD to –
   - PG Research Lab
   - Room No 302
   - 3rd Floor NL-2
   - Department of Chemical Engineering
   - IIT Kanpur
6. On Receipt of
   1. Completed Form
   2. Requisite DD
   Slot date/ sample submission date will be intimated to the user from PG Research Lab

***DD Amount should include 18% GST Charges

**PG Research Lab Contact No:** 6538, 7607490023