

## **Manual for Online Sample Submission for SAIF Instruments.**

1. Click Apply online SAIF instruments in main menu. Otherwise click **Click here to submit the sample** in each page of instruments icon.

2. Create New Account for New User by click Create New Account



### 3. Fill the following details:

Department Of Science & Technology, Delhi  
SOPHISTICATED ANALYTICAL INSTRUMENT FACILITY (SAIF)

#### Create New Login For Users

\* All Fields are mandatory.

Email Id \* : test@gmail.com This email id is as your login id.

Password \* : \*\*\*\*

Confirm Password \* : \*\*\*\*

If you forget your password, we will identify you with this information

Security Question \* : What is your nickname?

Your Answer \* : test

Select Organisation : Panjab University, Chandigarh

Category of the Org \* : SAIF/SICART/Internal

Department \* : Department of Botany

Organisation Name \* : Panjab University  
(Please write Full Form of Organisation i.e. on letterhead (It will be displayed on Invoice))

Organisation Addr : Sector 14  
(Do not add Org/User Name)

City \* : Chandigarh

State \* : Chandigarh

Pincode \* : 160014

Category of the User : [Dropdown]

User Pre \* : [Dropdown]

Surname \* : [Text]

Firstname \* : [Text]

Designation \* : [Dropdown]

Alternative Email Id \* : [Text]

Contact No \* : [Text]

Bill in the name of  
(Do not add Org Name Addr) : [Text]

Bill Address will same as Org \* : [Text]

Org Short Name \* : [Text]

Submit Reset

### 4. Fill the category student or Faculty and if it is student fill supervisor details also.

#### Create New Login For Users

\* All Fields are mandatory.

Email Id \* : test@gmail.com This email id is as your login id.

Password \* : \*\*\*\*

Confirm Password \* : \*\*\*\*

If you forget your password, we will identify you with this information

Security Question \* : What is your nickname?

Your Answer \* : test

Select Organisation : Panjab University, Chandigarh

Category of the Org \* : SAIF/SICART/Internal

Department \* : Department of Botany

Organisation Name \* : Panjab University  
(Please write Full Form of Organisation i.e. on letterhead (It will be displayed on Invoice))

Organisation Addr : Sector 14  
(Do not add Org/User Name)

City \* : Chandigarh

State \* : Chandigarh

Pincode \* : 160014

Category of the User : Student

User Pre \* : ST

Surname \* : Test1

Firstname \* : Test

Designation \* : Student

Alternative Email Id \* : test@gmail.com

Contact No \* : 1111111111

Outside User Pre \* : [Dropdown]

Supervisor Guide Surname \* : Test2

Supervisor Guide Firstname \* : Test

Supervisor Guide Designation \* : Assistant Professor

Supervisor Guide Department \* : Agricultural Microbiology

Outside Email Id \* : test@gmail.com

Outside Contact No \* : 1111111111

Bill in the name of  
(Do not add Org Name Addr) : Head

Bill Address will same as Org \* : [Text]

Org Short Name \* : [Text]

Submit Reset

5.

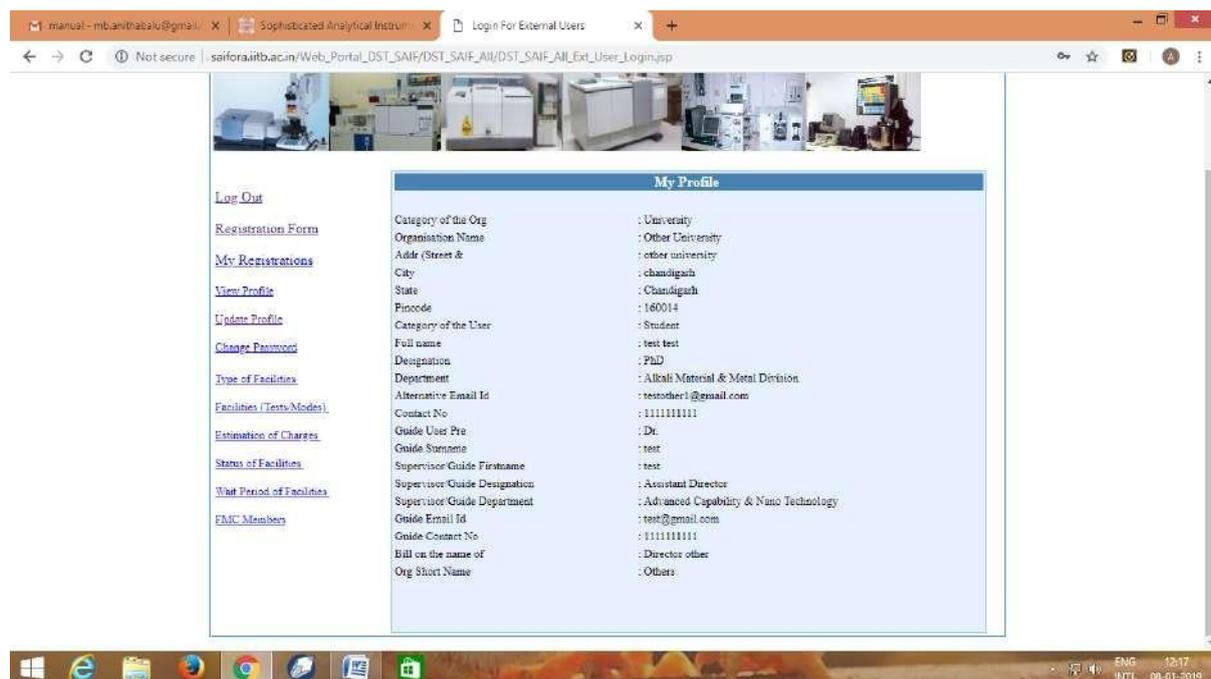
The screenshot shows a web browser window with the URL [saifora.iitb.ac.in/Web\\_Portal\\_DST\\_SAIF/DST\\_SAIF\\_Ext\\_Common\\_User\\_Create\\_Login.jsp](http://saifora.iitb.ac.in/Web_Portal_DST_SAIF/DST_SAIF_Ext_Common_User_Create_Login.jsp). The page header includes the Government of India logo and the Department of Science & Technology logo. The main content area displays a success message: "Your login has been created successfully." Below this message are two links: "Click here to Login (SAIF Chandigarh)" and "Click here to Login (SAIF Mumbai)". A left-hand navigation menu lists various options such as "About SAIF", "Objectives", "Activities", "SAIF Centres", "Location/Addresses", "Facilities", "Facilities At Individual SAIFs", "Tests/Modes of Facilities At SAIFs", "Status of Facilities of SAIFs", "Estimation of Charges for Facilities of SAIFs", "Availability of Facilities", "Wait Period of Facilities of SAIFs", "FMC Members of SAIFs", "Contact Us", "Create Common Login for ALL SAIF Centres", and "Feedback".



6. Click here for SAIF-Chandigarh Link:-

The screenshot shows a web browser window with the URL [saifora.iitb.ac.in/Web\\_Portal\\_DST\\_SAIF/AV/DST\\_SAIF\\_Alt\\_Ext\\_User\\_Login.jsp?tsidexurlin=Rb\)Rby3PADN1o79ig0gIQ--](http://saifora.iitb.ac.in/Web_Portal_DST_SAIF/AV/DST_SAIF_Alt_Ext_User_Login.jsp?tsidexurlin=Rb)Rby3PADN1o79ig0gIQ--). The page header includes the Department of Science & Technology, Delhi logo and the title "Sophisticated Analytical Instrument Facility, Chandigarh, Punjab University, Chandigarh". The main content area displays the "Online Request Management System" login form. The form includes fields for "Login ID" (with the value "jstotother@gmail.com") and "Password". There is a "Login" button and a "CREATE NEW ACCOUNT" button. A link "Can't access my account Help" is also present. A left-hand navigation menu lists various options such as "Typical Facilities", "Facilities (Tests/Modes)", "Estimation of Charges", "Status of Facilities", "Wait Period of Facilities", and "FMC Members".

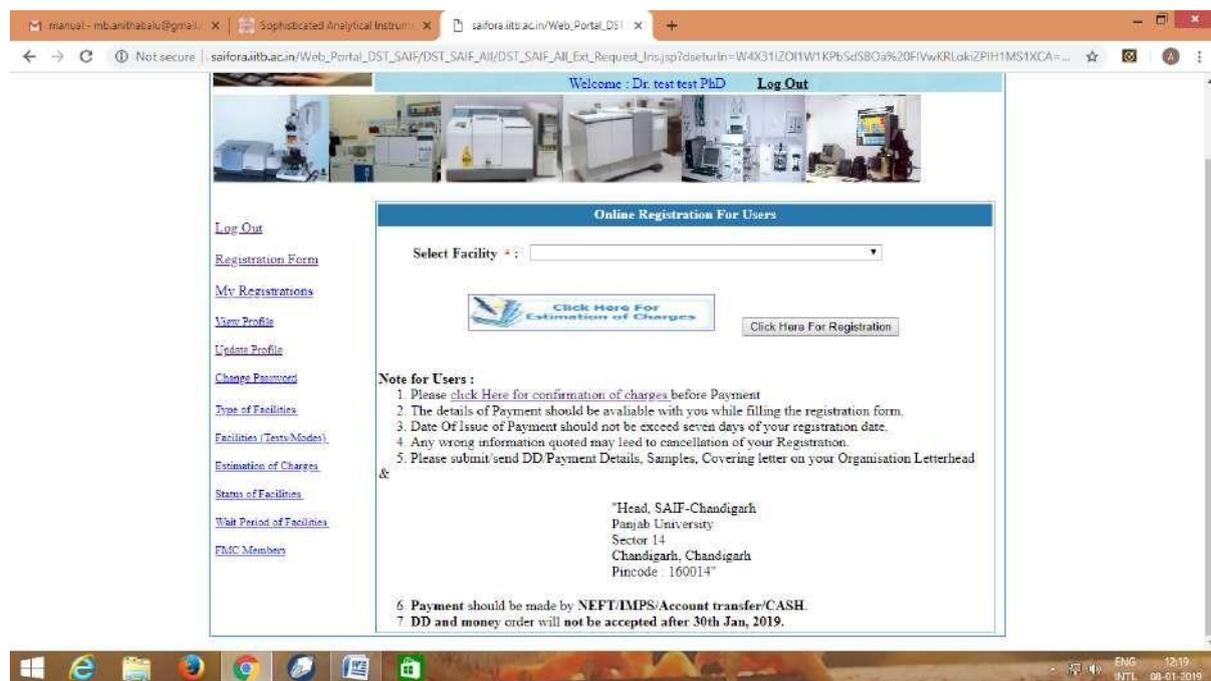
## 7. After Login the following window will be appear:



The screenshot shows a web browser window with the URL `saifora.iitb.ac.in/Web_Portal_DST_SAI/Ext_User_Login.asp`. The page displays a navigation menu on the left and a 'My Profile' section on the right. The profile information is as follows:

My Profile	
Category of the Org	: University
Organisation Name	: Other University
Addr (Street & City)	: other university, Chandigarh
State	: Chandigarh
Pincode	: 160014
Category of the User	: Student
Full name	: test test
Designation	: PhD
Department	: Alkali Material & Metal Division
Alternative Email Id	: testother1@gmail.com
Contact No	: 1111111111
Guide User Pre	: Di
Guide Surname	: test
Supervisor Guide Firstname	: test
Supervisor Guide Designation	: Assistant Director
Supervisor Guide Department	: Advanced Capability & Nano Technology
Guide Email Id	: test@gmail.com
Guide Contact No	: 1111111111
Bill on the name of	: Director other
Org Short Name	: Others

## 8. Click Registration Form:



The screenshot shows the 'Online Registration For Users' page. It features a 'Select Facility' dropdown menu, a 'Click Here For Estimation of Charges' button, and a 'Click Here For Registration' button. Below these elements is a 'Note for Users' section with the following instructions:

1. Please [click Here](#) for confirmation of charges before Payment
2. The details of Payment should be available with you while filling the registration form.
3. Date Of Issue of Payment should not be exceed seven days of your registration date.
4. Any wrong information quoted may lead to cancellation of your Registration.
5. Please submit/send DD/Payment Details, Samples, Covering letter on your Organisation Letterhead &

"Head, SAIF-Chandigarh  
Panjab University  
Sector 14  
Chandigarh, Chandigarh  
Pincode 160014"

6. Payment should be made by NEFT/IMPS/Account transfer/CASH.
7. DD and money order will not be accepted after 30th Jan, 2019.

9. Select the facilities which you need from the list:

Online Registration For Users

Select Facility :

- FESEM - FEG Scanning Electron Microscope
- FEG - FEG Scanning Electron Microscope
- LCMS - Liquid Chromatograph Mass Spectrometer
- LN2 - Liquid Nitrogen Plant
- Microscope with IA - Microscope with Image Analyzer
- SEM - Scanning Electron Microscope
- TEM - Transmission Electron Microscope
- XRF (WD-XRF) - X-Ray Fluorescence Spectrometer (WD-XRF)
- XRD - X-Ray Diffractometer (Powder)

Note for Users :

1. Please [click Here for](#)
2. The details of Payment should be available with you while filling the registration form.
3. Date Of Issue of Payment should not be exceed seven days of your registration date.
4. Any wrong information quoted may lead to cancellation of your Registration.
5. Please submit/send DD/Payment Details, Samples, Covering letter on your Organisation Letterhead &

"Head, SAIIF-Chandigarh  
Panjab University  
Sector 14  
Chandigarh, Chandigarh  
Pincode 160014"

6. Payment should be made by NEFT/IMPS/Account transfer/CASH
7. DD and money order will not be accepted after 30th Jan, 2019.

10. Before fill the form Kindly calculate the amount for your samples by using Charge Estimation:

Online Registration For Users

Select Facility : FESEM - FEG Scanning Electron Microscope

[Click Here For Estimation of Charges](#) [Click Here For Registration](#)

Note for Users :

1. Please [click Here for](#) confirmation of charges before Payment
2. The details of Payment should be available with you while filling the registration form.
3. Date Of Issue of Payment should not be exceed seven days of your registration date.
4. Any wrong information quoted may lead to cancellation of your Registration.
5. Please submit/send DD/Payment Details, Samples, Covering letter on your Organisation Letterhead &

"Head, SAIIF-Chandigarh  
Panjab University  
Sector 14  
Chandigarh, Chandigarh  
Pincode 160014"

6. Payment should be made by NEFT/IMPS/Account transfer/CASH
7. DD and money order will not be accepted after 30th Jan, 2019.

## 11. In Charge calculator select the instruments and no of samples then note down the amount

Select Category\* :  External University (Other Than Punjab University)  
 National R&D Lab  Industry  Internal (Punjab University)

(Select type of analysis, enter no of samples and subsequent peak/hour)

Estimation of Charges (Reset)

No. of Samples	Facility Code	Instrument Code	University/External Lab	National Lab	Industry	In-house	Per Sample
1	FESEM	FESEM	1200	2500	6000	800	Per Sample
1	FESEM	EDS With High Low Magnification/FE-SEM	300	900	1500	240	Per Sample
1	FESEM	MAPPING (FE-SEM)	300	900	1500	240	Per Sample
1	FTNMR	1D-1H NMR (CDCl3 / D2O)	400	1200	2000	320	Per Sample
1	FTNMR	1D-1H NMR (DMSO-d6)	600	1400	2200	320	Per Sample
1	FTNMR	2D COSY (CDCl3 / D2O)	800	2400	4000	640	Per Sample
1	FTNMR	1D-13C NMR (CDCl3 / D2O)	400	1200	2000	320	Per Sample
1	FTNMR	1D-DEPT Experiment (CDCl3 / D2O)	400	1200	2000	320	Per Sample
1	FTNMR	2D-ESQC (CDCl3 / D2O)	800	2400	4000	640	Per Sample
1	FTNMR	2D-ROESY (CDCl3 / D2O)	800	2400	4000	640	Per Sample
1	FTNMR	2D-TOCSY (CDCl3 / D2O)	800	2400	4000	640	Per Sample
1	FTNMR	2D-HMBC Experiment (CDCl3 / D2O)	800	2400	4000	640	Per Sample
1	FTNMR	1D-D2O Exchange	400	1200	2000	320	Per Sample
1	FTNMR	1D-13C NMR (DMSO-d6)	600	1400	2200	320	Per Sample

## 12. Select the facilities and click the **CLICK HERE FOR REGISTRATION** tab.

Department of Science & Technology, Delhi  
 Sophisticated Analytical Instrument Facility, Chandigarh  
 Punjab University

Welcome | Dr. test test PhD | Log Out

Log Out

Registration Form

My Registrations

New Profile

Update Profile

Check Request

View of Facilities

Facilities (View/Book)

Estimation of Charges

Status of Facilities

View Period of Facilities

FAQs/Queries

Select Facility \* : FESEM - FES Scanning Electron Microscope

Click Here For Registration

Note for Users :

- Please click Here for confirmation of charges before Payment
- The details of Payment should be available with you while filling the registration form.
- Date Of Issue of Payment should not be exceed seven days of your registration date.
- Any wrong information quoted may lead to cancellation of your Registration.
- Please submit onsd DD Payment Details, Samples, Covering letter on your Organisation Letterhead &

\*Head, SAIF-Chandigarh  
 Punjab University  
 Sector 14  
 Chandigarh, Chandigarh  
 Pincode - 160014"

6. Payment should be made by NEFT/IMPS/Account transfer/CASH  
 7. DD and money order will not be accepted after 30th Jan, 2019.

13. Accordingly the form will be open and fill the details

Registration Form

My Registrations

View Profile

Update Profile

Change Password

Type of Facilities

Facilities (Text Mode)

Estimation of Charges

Status of Facilities

User Period of Facilities

FAQ Numbers

Registration Form

\* Fields are mandatory

Login Id : jasothier@gmail.com

Name of SAIF Centre : SAIF-Chengam

Ins Id : 114

Instrument Code : FE0SEM

**Payment Details**

No. of Payments : 1

Payment Mode : Electronic Transfer

**Payment Details**

Transaction DD/UTR No \* :

Transaction DD/NEFT Date \* : 09/11/2011 (From 01-Apr-08)

Transaction DD/NEFT Amount \* :

**Please use Charms Calculator before Payment or Contact Lab**

Bank Name \* :

Branch Name \* :

**Bill & Dispatch Details**

Letter DD Submitting By \* :

Bill & Report Collecting \* :

**Sample Details**

No. of Samples \* :

**If you need different testmode for each sample then please mention in User Remarks.**

User Remarks :

Sample Analysis Description in brief \* :

Sample Ids \* :

Sample Type \* :  Material Science  Biological

Name of Sample \* : Thin Film ( < 25nm ) / Bulk ( > 25nm ) / Coating

Sample Is \* :  Conducting  Non-Conducting

NOTE: 1. Low magnification EDS can done alone without the need of FESEM Imaging (only EDS charges are applicable)  
 2. For High Magnification EDS, FESEM Imaging is must (FESEM and EDS charges both are applicable)  
 3. For Mapping, FESEM is must and EDS is optional (FESEM and Mapping charges are applicable)  
 4. Maximum EDS/EDS images will be given for FESEM Imaging per sample.  
 5. For First sample kindly mention probable elements for EDS analysis and mapping.  
 6. Liquid sample can only be processed if it gets dry properly. \*

FESEM

14. Click submit

scated Analytical Instrum... x

saifon.fb.ac.in/Web\_PortalDST... x

Instrument charges: Test & Mod... x

Web\_PortalDST\_SAIF/DST\_SAIF\_AI/DST\_SAIF\_AI\_Ext\_Request\_Ins.jsp?dseturln=W4X31Z011W1KPbSd5BOa%2f

My Registrations

View Profile

Update Profile

Change Password

Type of Facilities

Facilities (Text Mode)

Estimation of Charges

Status of Facilities

User Period of Facilities

FAQ Numbers

Registration Form

\* Fields are mandatory

Login Id : jasothier@gmail.com

Name of SAIF Centre : SAIF-Chengam

Ins Id : 114

Instrument Code : FE0SEM

**Payment Details**

No. of Payments : 1

Payment Mode : Cash

**Payment Details**

Cash Amount : 900

**Please use Charms Calculator before Payment or Contact Lab**

**Bill & Dispatch Details**

Letter DD Submitting By \* : Personally

Bill & Report Collecting \* : Personally

**Sample Details**

No. of Samples \* : 1

**If you need different testmode for each sample then please mention in User Remarks.**

User Remarks : XXX

Sample Analysis Description in brief \* : XXX

Sample Ids \* : XXX

Sample Type \* :  Material Science  Biological

Name of Sample \* : Thin Film ( < 25nm ) / Bulk ( > 25nm ) / Coating

Sample Is \* :  Conducting  Non-Conducting

NOTE: 1. Low magnification EDS can done alone without the need of FESEM Imaging (only EDS charges are applicable)  
 2. For High Magnification EDS, FESEM Imaging is must (FESEM and EDS charges both are applicable)  
 3. For Mapping, FESEM is must and EDS is optional (FESEM and Mapping charges are applicable)  
 4. Maximum EDS/EDS images will be given for FESEM Imaging per sample.  
 5. For First sample kindly mention probable elements for EDS analysis and mapping.  
 6. Liquid sample can only be processed if it gets dry properly. \*

Test Type \* :  FESEM  EDS With Low Magnification  EDS With High Magnification  Mapping

Confirm Back

15.

saifora.iitb.ac.in says:  
Confirm

OK

1. Payment Details  
Cash Amount : 000  
Please see Charges Calculation before Payment or Contact Lab

Bill & Dispatch Details  
Letter DD Submitting By \* : Personally  
Bill & Report Collecting \* : Personally

Sample Details  
No. of Samples \* : 1  
If you need different test/mode for each sample then please mention in User Remarks.  
User Remarks :  
Sample Analysis Description in brief \* :  
Sample Ids \* :  
Sample Type \* :  Material Science  Biological  
Nature of Sample \* :  Training/LC/SEM/EDS/EDS with Low Magnification  
Sample s \* :  Conducting  Non-Conducting

NOTE: 1. Low magnification EDS can done alone without the need of FESEM Imaging (only EDS charges are applicable)  
2. For High Magnification EDS, FESEM Imaging is must (FESEM and EDS charges both are applicable)  
3. For Mapping, FESEM is must and EDS is optional (FESEM and Mapping charges are applicable)  
4. Maximum EDS/EDS image will be given for FESEM Imaging per sample.  
5. For Post sample kindly mention probable elements for EDS analysis and mapping.  
6. Liquid sample can only be processed if it get dry properly.

Test Type \* :  FESEM  EDS With Low Magnification  EDS with High Magnification  Mapping

Confirm Back

16.

saifora.iitb.ac.in says:  
Confirm

OK

1. Payment Details  
Cash Amount : 000  
Please see Charges Calculation before Payment or Contact Lab

Bill & Dispatch Details  
Letter DD Submitting By \* : Personally  
Bill & Report Collecting \* : Personally

Sample Details  
No. of Samples \* : 1  
If you need different test/mode for each sample then please mention in User Remarks.  
User Remarks :  
Sample Analysis Description in brief \* :  
Sample Ids \* :  
Sample Type \* :  Material Science  Biological  
Nature of Sample \* :  Training/LC/SEM/EDS/EDS with Low Magnification  
Sample s \* :  Conducting  Non-Conducting

NOTE: 1. Low magnification EDS can done alone without the need of FESEM Imaging (only EDS charges are applicable)  
2. For High Magnification EDS, FESEM Imaging is must (FESEM and EDS charges both are applicable)  
3. For Mapping, FESEM is must and EDS is optional (FESEM and Mapping charges are applicable)  
4. Maximum EDS/EDS image will be given for FESEM Imaging per sample.  
5. For Post sample kindly mention probable elements for EDS analysis and mapping.  
6. Liquid sample can only be processed if it get dry properly.

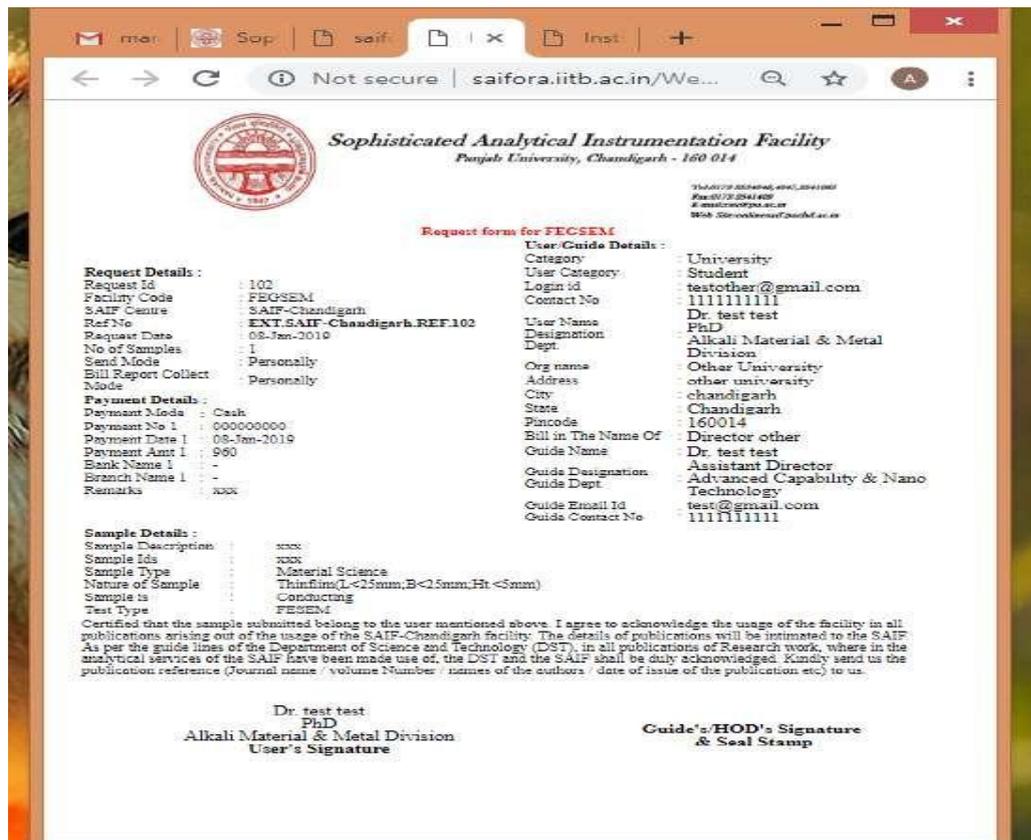
Test Type \* :  FESEM  EDS With Low Magnification  EDS with High Magnification  Mapping

Edit Submit Back

17.



18. Take a print of the online request form



19. Get signature and stamp from guide/Hod and submit the form with samples and pay the payment through NEFT/CASH/IMPS/Online Transfer.

NEFT /online Transfer acc. Details:

1	NAME	Director, SAIF
2	ADDRESS	Department SAIF, Panjab University, Sector 14, Chandigarh-160014
3	EMAIL-ID	<a href="mailto:rsic@pu.ac.in">rsic@pu.ac.in</a>
4	PERMANENT ACCOUNT NO (PAN)	AAAJP0325R
5	BANK NAME	STATE BANK OF INDIA
6	BRANCH NAME	PANJAB UNIVERSITY, CHANDIGARH
7	BRANCH CITY & PIN CODE	CHANDIGARH, 160 014
8	NEFT/IFSC CODE OF THE BANK/BRANCH	SBIN0000742
9	ACCOUNT NUMBER	33951952363
10	ACCOUNT TYPE	SAVINGS
11	BRANCH CODE	00742
12	MICR CODE	16002009