



AMITY UNIVERSITY
HARYANA

Established vide Government of Haryana Act No.10 of 2010

Amity Materials Research Facility: ASAS-FIST

Booking and Payment Process

1. Book slot with **Manager-CIRF** (amrfauh@gmail.com, kpandey@ggn.amity.edu, 0124-2337015, Ext1210), A-block - 2nd Floor
2. Make online payment (**bank details in User Form**) to confirm the slot
3. Fill-up **User Form** (download from AUH website or Collect from **Manager-CIRF/ASAS Office 3rd Floor, D-block**)
4. Collect Payment Receipt from Accounts Office (A-block, GF) by showing payment screenshot
5. Submit the filled form and original receipt to **Manager-CIRF**
6. Give your sample and collect the measurements in a formatted Pen-drive

Note: Steps 4-6 can be done on the same day. Payment can also be made in person through Credit/Debit cards.

Contact Information:

Ms. Kanchan Pandey

Manager - CIRF

Phone: 0124-2337015, Ext 1210

Email: amrfauh@gmail.com, kpandey@ggn.amity.edu



Amity Materials Research Facility: ASAS-FIST

User Form

User Name:Supervisor:

Contact No.:..... Email:.....

Affiliation: AUH/Other Amity Campuses/Non-Amity.....

Dept/School:.....

Address:.....

Name of Analysis:.....

SAMPLE INFORMATION:

Sample Name:.....No. of Samples:.....

Storage Condition: (RT,4°C/(-)20°C/ etc).....Nature of Sample (Hazard/Toxicity).....

1. Project details (If project funds are to be used)

Name of Project Investigator:

Project Reference No.....under the funding agency.....for the financial year 20....

OR

2. For Non-Project Holder:

BANK ACCOUNT DETAILS

INSTITUTION ACCOUNT NAME (AS PER BANK RECORD)	AMITY UNIVERSITY HARYANA
ACCOUNT NO.	910010023405214
IFSC CODE	UTIB0000720
BANK NAME(in full)	AXIS BANK LTD
BRANCH NAME	MANESAR(HR) MANESAR
MICR NO.	110211062
ACCOUNT TYPE	SAVING

[*-While making payment, mention in the remarks, AMRF instrument name(s) for which payment is made]

Signature of User

Signature of (CIRF/AMRF) Instrument In-charge

Signature of HOI

For Office Use Only:

Amount Deposit & Date:

Details of Sample:

Signature

Important Note: Kindly consult AMRF/CIRF staff for sample/sample preparation before bringing your samples for analysis.