



# राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान

समविश्वविद्यालय (विशिष्ट श्रेणी)

हटिया, राँची - 834 003 (झारखण्ड)

**National Institute of Advanced Manufacturing Technology**  
Deemed to be University (Distinct Category)  
Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/ GA-111/2023 : 832

दिनांक Date 22/01/2026

## OFFICE ORDER NO. 416 /2025-26

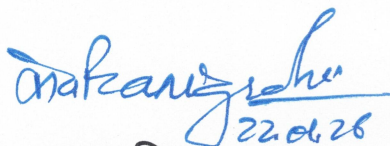
Based on the recommendation of the Central Instrument Facility Management (CIFM) Committee, vide the Minutes of the Meeting dated 04.12.2025, the following charges are hereby approved for usage of the **Universal Testing Machine (UTM)** under the Central Instrumentation Facility (CIF).

Type of Users	Charge per sample*
Internal (NIAMT) users	₹ 200
External users (Academic & Govt. R&D Institutions)	₹ 500
Industry & R&D users	₹ 1000

\*GST extra as applicable

Standard operating procedures (SOPs) as given in Annexure – I, Annexure – II and Annexure – III shall be followed for usages of the Universal Testing Machine (UTM).

This issues with the approval of the Competent Authority.

  
22.01.26

उप कुलसचिव  
Dy. Registrar

### Distribution by email

1. All Faculty Members – for general information.
2. Chairperson (ITNC) – for upload on Institute website.
3. Prof. Debdas Roy, Professor (MME), Chairman (CIF) – for information UTM letter dated 10.12.2025
4. Accounts Section.
5. Registrar Office and Director Office for information of Registrar and Director.

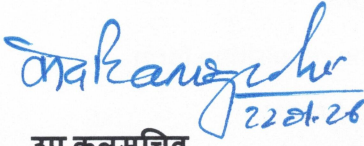
Archived in – Central Instrument Facility File [No. GA-111/2023].



## Annexure I

### SOP for Internal (NIAMT) users (utilizing CPDA fund) for usage of UTM under CIF

- 1) Internal (NIAMT) users are required to download the requisition form (For Tensile testing) from the NIAMT website ([www.niamt.ac.in](http://www.niamt.ac.in)→Institute Facilities→CIF→UTM→Requisition form).
- 2) Fill all the details in the requisition form
- 3) Calculate the charges based on the number of samples and enter the details in the requisition form
- 4) Enter the payment amount details in their respective CPDA register and enter the page no. and serial no. details in requisition form
- 5) Obtain the signature from supervisor and HOD in requisition form
- 6) Attach the duly filled SP-02 form with the requisition form
- 7) Submit the requisition form cum SP-02 form along with the samples at the UTM room
- 8) UTM technician will intimate the completion of analysis to user
- 9) User will have to bring the new CD to collect the data. USB Pen drive is strictly not allowed for collection of data.
- 10) User will have to sign the register book kept in UTM room after the collection of data



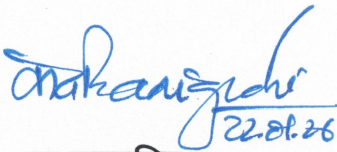
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## Annexure II

### SOP for Internal (NIAMT) users (utilizing other types of funds like project/self) for usage of UTM under CIF

- 1) Internal (NIAMT) users are required to download the requisition form (For Tensile testing) from the NIAMT website ([www.niamt.ac.in](http://www.niamt.ac.in)→Institute Facilities→CIF→UTM→Requisition form).
- 2) Fill all the details in the requisition form
- 3) Calculate the charges based on the number of samples and enter the details in the requisition form
- 4) Obtain the signature from supervisor and HOD/PI/Co-PI in requisition form
- 5) Pay the amount by online mode through UPI / NEFT / IMPS transfer. Other payment modes are not accepted. (QR code/Bank account details are available at accounts section). The amount paid is Non-refundable.
- 6) Show the payment transaction details to In-Charge (Accounts) at the accounts section in administrative building
- 7) In-Charge (Accounts) will provide money receipt after confirming the transaction details. User may use the money receipt for claiming the reimbursement through CPDA/Project/etc.
- 8) Attach the copy of money receipt with the UTM requisition form
- 9) Fill the 'details of payment' in the requisition form and sign the requisition form
- 10) Submit the requisition form along with the samples at the UTM room
- 11) UTM technician will intimate the completion of analysis to user
- 12) User will have to bring the new CD to collect the data. USB Pen drive is strictly not allowed for collection of data.
- 13) User will have to sign the register book kept in UTM room after the collection of data



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### Annexure III

#### SOP for External users (Academic and Govt. R & D institution / Industry) for usage of UTM under CIF

- 1) External users are required to download the requisition form (For Tensile testing) from the NIAMT website (www.niamt.ac.in→Institute Facilities→CIF →UTM→Requisition form).
- 2) Fill all the details in the requisition form
- 3) Calculate the charges based on the number of samples
- 4) Obtain the signature from supervisor/HOD/In-charge (in case of Academic and Govt. R & D institution)
- 5) Pay the amount by online mode through UPI / NEFT / IMPS transfer. Other payment modes are not accepted. The amount paid is Non-refundable.
- 6) Fill the 'details of payment' in the requisition form and sign the requisition form
- 7) Scan the requisition form and send to **utm.cif@niamt.ac.in** along with the payment transaction details
- 8) The payment transaction details will be forwarded to In-Charge (Accounts) at the accounts section – NIAMT and In-Charge (Accounts) will provide money receipt after confirming the transaction details. Scanned copy of money receipt will be sent to the user. On request, money receipt will also be sent by post to the user's address.
- 9) External users may submit the samples at the UTM room or send the samples by post mentioning in the envelope 'samples for UTM analysis' to  
Central Instrument facility,  
National Institute of Advanced Manufacturing Technology (NIAMT),  
Hatia, Ranchi – 834003  
Jharkhand  
E-mail: cif@niamt.ac.in
- 10) Data will be sent by e-mail to the user or user may bring the new CD to collect the data. USB Pen drive is strictly not allowed for collection of data.
- 11) In case, external user requires their samples back, they are requested to send a self-addressed envelope with stamp of requisite amount.

  
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