



जीव विज्ञान संस्थान INSTITUTE OF LIFE SCIENCES

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

No.I-153-AM/2016-17/ILS/ 870

April 9, 2018

OFFICE ORDER

Subsequent to the discussion in the FCM to avoid confusion and use of ILS Imaging Facility, following guidelines is prepared for information and observance of all concerned at ILS with immediate effect.

1. There will be four Slots in a day

Timing

1 st Slot	2 nd Slot	Data Transfer	3 rd Slot	4 th Slot	Data Transfer
10.00AM-11.30AM	11.30AM-1.00PM	1.00PM-1.30PM	2.30M-4.00PM	4.00PM-5.30PM	5.30PM-6.00PM

2. The confocal microscope usage charge will be Rs.2500/Hr (Maximum 20hr/Month) for the researchers from outside the Institute (even for collaborative work). A draft/cheque in name of Director, ILS need to be made before booking the slot.
3. All ILS labs (each Faculty lab) can use Confocal microscope 20 hrs/ month free-of charge. These hours are not transferrable to other lab (lab member) in any case. After these hours, Rs 1000/hr will be charged and will be deducted every month from respective allocated core grant directly.
4. Advance booking for each slot need to be done 48 hrs before the slot.
5. Two slots can be booked by an individual lab (when available). Second slot booking will only be done on the same day.
6. The slot will be charged even if you don't use the slot except in condition booking is cancelled 24 hrs (or one day/previous day) before the slot.
7. Sh. Bhabani Sahoo, Lab Technician will maintain a Register for facilitating the Confocal and make calculation of user charges for deduction.

This issues with the approval of the Director.


Administrative Officer

Copy by email for information and necessary action to :

1. All Faculty / HODs of ILS.
2. Sh. Bhabani Sahoo, Lab Technician
3. Director's Sectt.
4. Sh. S.S. Mohanty for uploading in ILS Website.
5. Notice Board / Office Order File.