

Service indent – DSF \_\_\_\_\_ (office use only)

Dated:: \_\_\_\_\_

## Internal Service Request for DNA Sequencing, NIBGE

User Name: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Address: \_\_\_\_\_ Email & Lab.Ph.: \_\_\_\_\_

The expenses will be met from (Project/Account No.): \_\_\_\_\_

Specific instructions by user \_\_\_\_\_  
(size of PCR product/size of plasmid + insert and parent plasmid name)

### Payment calculation

Plasmid purification from Bacterial Cultures: Number of samples X 350 = Rs \_\_\_\_\_

PCR product purifications: Number of sample X 350 = Rs \_\_\_\_\_

Sequencing reactions: Number of samples: \_\_\_\_\_ Samples X 800 = Rs \_\_\_\_\_

**Total expenses =** \_\_\_\_\_ = Rs \_\_\_\_\_

\_\_\_\_\_  
Signatures of Group Leader

\_\_\_\_\_  
Signatures of Divisional Head

Certified that funds amounting to Rs. \_\_\_\_\_ are available under item head \_\_\_\_\_  
in the approved budget for the project account \_\_\_\_\_ for Financial Year \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Head L.A.O.  
Dated:

Above stated position is confirmed. The demand is approved in accordance with the instructions  
contained in Delegation of Power issued from time to time.

\_\_\_\_\_  
Name & Signature of Head of Establishment  
Dated:

### Instructions (NIBGE users):

After approval from Director NIBGE, submit the service request and samples to DNA Sequencing Facility. The DNA Sequencing Service NIBGE will provide you the results in 7-10 working days in raw data format, ready for analysis using Chromas Lite (Same as provided by Macrogen). Minimum sample volume required for a PCR product or plasmid is 20µl. Primer of PCR product is required at a concentration of 50ng/µl.

Completion report/Comments of service provider: \_\_\_\_\_

Deposit in PIBS-DNA Sequencing Head

\_\_\_\_\_  
Signatures of Incharge DNA Sequencing  
Facility. Dated:

\_\_\_\_\_  
Sr Admin Officer.(Procurement)

Dated:-