

How to use the facilities of Sophisticated Analytical Instrument Centre (SAIC)

For Internal users of IASST:

Option-I: For all internal users:

1. You may submit online requisition through the link available at the following website:
<https://iasst.gov.in/>
2. A slot will be allotted for you from SAIC and you will get an e-mail confirmation.
3. After getting the e-mail, you have to submit your sample(s) along with signed requisition form on or before the slot date/time.
4. Your samples will be analyzed by the regular operator or a student operator of SAIC.
5. You will get another e-mail from SAIC once analysis is completed and you may collect the analysis result.

Option-II: For Faculty members and Postdoctoral Fellows of IASST only:

1. You may register yourself as a **trained user** and submit online requisition through the link available at the following website: <https://iasst.gov.in/>
2. A slot will be allotted for you from SAIC and you will get an e-mail confirmation.
3. After getting the e-mail, you can do the analysis by yourself during the slot date/time.
4. You may collect the analysis result.

For External users:

1. You may submit online requisition through the link available at the following website:
<https://iasst.gov.in/>
2. A slot will be allotted for you from SAIC and you will get an e-mail confirmation along with payment information.
3. After getting the e-mail, you have to make payment (along with 18% GST) through payment gateway/bank transfer. Once payment is done, you have to submit your sample(s) along with signed requisition form and payment record to the Reception Desk of SAIC, IASST on or before the slot date/time. You may also send it by post to the Head, SAIC, IASST, Guwahati-781035.
4. You will get another e-mail from SAIC once your payment is confirmed by the bank and analysis is completed. After getting the e-mail you may collect the analysis result (through e-mail/online/DVD) and you will also receive the money receipt through post.
5. You need to submit the Feedback form online
6. You have to acknowledge the support of SAIC, IASST in your publication. Once your paper is published, you have to send a copy of the paper to the <headsaiif@iasst.gov.in>