

Procedures and forms to be filled and submitted at USIC

All forms should be typed, and not to be handwritten

a) Customs duty exemption (CDE) certificate request

Submit **One set** of documents containing the following:

(**Form A**- Filled & signed by applicant & **HOD/Principal**
(Must be **typed** and not to be handwritten)

+ Airway bill/Cargo arrival notice

+ Invoice

+ Purchase order..... (Should indicate amount in foreign currency)

+ Form B..... (Give project details in which the item is being **purchased**)

+ Form C..... Two copies (with signature + stamp of the applicant)

Submit all above documents at USIC

After obtaining USIC Director's signature,

Collect your forms, and submit them at the Registrar's office.

After Registrar signature, collect your forms from the Registrar's office yourself.

b) To avail 5% concessional GST (only for equipment, spare parts & consumables for research purpose)

Submit **One set** of documents containing the following:

(**Form D**..... Filled & signed by **Applicant** & **HOD/Principal**
(Must be **typed** and not to be handwritten)

+ Proforma Invoice/Invoice

+ Purchase order..... (Should be in Indian Rupees, with 5% GST)

+ Form B..... (Give project details in which the item is being purchased)

+ Form C..... Two copies (with signature + stamp of the **applicant**)

Submit all above documents at USIC

After obtaining USIC Director's signature,

Collect your forms, and submit them at the Registrar's office.

After Registrar's signature, Pl. collect your forms directly from the Registrar's office yourself.

c) Request form for Liquid nitrogen (LN₂)

d)

Fill the **Form (E)**

Liquid nitrogen @ Rs. 10/- per liter for DU researchers only.

-Submit the LN₂ requisition form at USIC.

-Users must deposit the equivalent amount for the No. of liters of LN₂ into the Univ. account No. 10851298934.

-Deposit the requisite **amount** and

-Show the receipt for payment at USIC, and collect Liq. Nitrogen in your container

-Schedule for Liquid nitrogen distribution:

Monday : 10:30 to 12:30 (morning time)

Thursday: 2:30 to 4:30 (afternoon)