



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]



कार्यालय आदेश OFFICE ORDER

On the recommendations of the constituted committee and subsequent approval of the Competent Authority, the usage charges and SoP for the utilization of research equipment's uploaded on i-STEM for internal/external uses etc. lying in various Department / Centre are hereby notified in continuation to this Notification of even file No. 1037-1057 dated 31/07/2026 as under:-

1. Usage Rates and SOPs

- The usage charges for the equipment specified in Annexure 'B' are exclusive of GST, as applicable. Any other charges, such as transportation, labour, postage, etc., shall be borne by the user.
- The SOP specified in Annexure 'C' shall be applicable to **all internal users** (i.e., users from other Departments/Centres of NIT Hamirpur that do not own the concerned equipment) as well as **external users** availing equipment facilities listed on the i-STEM portal.
- For internal users within the same Department/Centre that owns the particular equipment, no usage charges shall be applicable. The existing mechanism for equipment utilization followed by the concerned Department/Centre shall continue.
- For internal users from **other Departments/Centres** that do not own the concerned equipment, all bookings shall be made through the i-STEM portal only after the creation of financial mechanism and other associated activities.
- The HoDs/HOCs of the concerned Departments/Centres shall act as the Faculty In-charge for the respective Department/Centre and shall oversee the execution of the FBRs received.

2. Financial Mechanism for Collection of Usage Charges for Equipment Listed on the i-STEM Portal

- The Finance & Accounts (F&A) Section shall create a separate head on SBI Collect, namely "**Equipment Booking Charges for i-STEM.**" The SBI Collect form shall capture the necessary details, including the **category of user (Internal/External)**, **name of the Department/Centre**, **name of the equipment**, **number of samples**, and other relevant information, to be filled by the user.

- b) The F&A Section shall ensure the collection, maintenance of records, and further processing of GST charges, as applicable, in accordance with Institute policy.
- c) The challan/receipt generated through SBI Collect shall be verified by the F&A Section.
- d) The F&A Section shall also ensure integration of the charge-collection mechanism with the i-STEM portal through an API-based mechanism, with the assistance of the FI/AFI, wherever required.

3. Revenue generated through i-STEM Bookings

- a) The revenue generated by a particular Department/Centre through i-STEM bookings shall be utilized by the same Department/Centre for the maintenance and upgradation of its equipment.
- b) The revenue shall be collected centrally and analyzed on a quarterly basis. The F&A Section shall thereafter distribute the revenue among the concerned Departments/Centres.
- c) Each Department/Centre shall maintain a record of the revenue generated from i-STEM bookings as and when each booking is processed.

4. Booking procedure and its execution of i-STEM

- a) All Facility Booking Requests (FBRs) received from internal and external users shall be responded to by the Facility Coordinator (OIC Lab) of the equipment concerned within **48 hours**, in accordance with the guidelines of i-STEM.
- b) After obtaining any necessary clarification from the operator, the available slots shall be allocated and the estimated cost corresponding to the number of hours/slots required shall be verified.
- c) The user shall be notified of the slot allocation through i-STEM portal.
- d) The user shall pay the required amount through SBI Collect in accordance with the financial mechanism specified as per above item No. 2.
- e) After payment, the receipt generated through SBI Collect shall be verified by the F&A Section.
- f) The physical sample shall be submitted to the operator along with the verified proof of payment.
- g) The concerned Department/Centre shall maintain records of all such payments.
- h) The analyzed results shall be provided to the user.
- i) In cases where an external user's booking request is to be executed **entirely in online mode**, without the user physically reporting to NIT Hamirpur, Steps e to h above shall be carried out by the **concerned Department/Centre**.

5. Collection of information from various Departments/Centres for implementation of SOPs

The FI/AFI shall collect the information such as Facility (Lab name), Facility Co-ordinator (OIC Lab), Operator details etc. from various Departments/Centres for equipment listed on i-STEM, and the same shall be updated on the portal.

6. Information related to Equipments costing 20 lakh and above procured by various departments and centers

Details of equipment costing ₹20 lakh and above procured by the concerned Department/Centre shall be provided to the FI/AFI, i-STEM, in the prescribed format, as soon as the new equipment is procured. The information shall thereafter be submitted to the Office of the Dean (R&C) for fixation of applicable usage charges. Upon approval of the rates for different categories of users, the equipment shall be uploaded on the i-STEM portal.


कुलसचिव / REGISTRAR

Dated 30/09/2026

No. NIT/HMR/R&C)/i-STEM)/2026/670-1684
Copy to:-

1. Director for kind information please.
2. All Deans/HoDs/HoCs for information.
3. FI (CC) for information and requested to upload the same on the Institute website for wide publicity.
4. FI (I-STEM) for information and necessary action.
5. Deputy Registrar (F&A)/ AR (Audit) for information.