

Request for permission to visit facilities in SAIF-NEHU Shillong

Name and Designation of person making the request:	
Address:	
e-mail id	
Phone number:	
Number of visitors:	
Any other request:	
Dates & Time requested:	
Signature of HOD / Guide / Authorised Signatory	
<p>It is expected that a prior written/e-mail confirmation is obtained from the Head of SAIF before you visit.</p> <p>Kindly make sure that the requested date is a working day.</p> <p>A basic knowledge of the use/application or principle of working of the instrument will help you understand things better in the available time. Kindly note that the size of the rooms housing these facilities is such that more than 15 visitors can not be accommodated.</p> <p>Requisition forms are to be formally approved and signed by the HOD or the Guide or the senior official of your institution/company.</p>	