

Central Research Facility

Indian Institute of Technology Kharagpur

Date: 27/04/2023

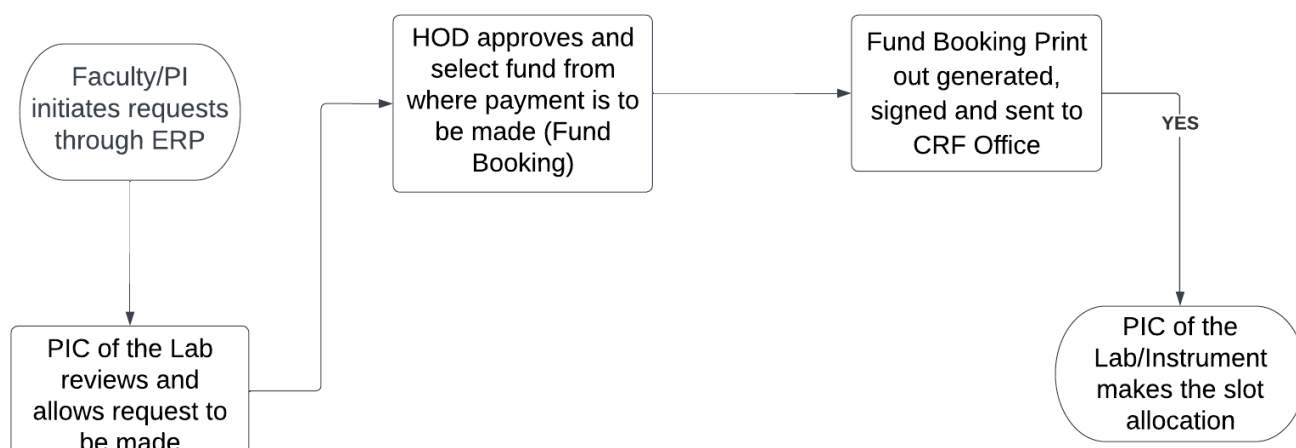
As per the approval of the Competent Authority, all testing in the Central Research Facility (CRF), IIT Kharagpur will be done through ERP online booking/payment basis. It is planned that slot booking/payment for measurement or testing in the Central Research facility will be started from **May 2, 2023, through ERP.**

Previous slot booking systems will be closed from 1st May 2023 [<http://noticeboard.iitkgp.ernet.in/crf/>]. Internal users for projects, FDF, and PRMF scholars will book through their respective projects and PRMF contingency budgets. The faculty members/supervisor/principal investigators will make the booking using their respective ERP logins.

Institute scholars/master students/other students may also book the slot for the instruments using the departmental maintenance budget or DDF. The booking will be done through the faculty member's ERP login approved by the HOD or the Chairperson of the respective Departments/centers/Schools as appropriate.

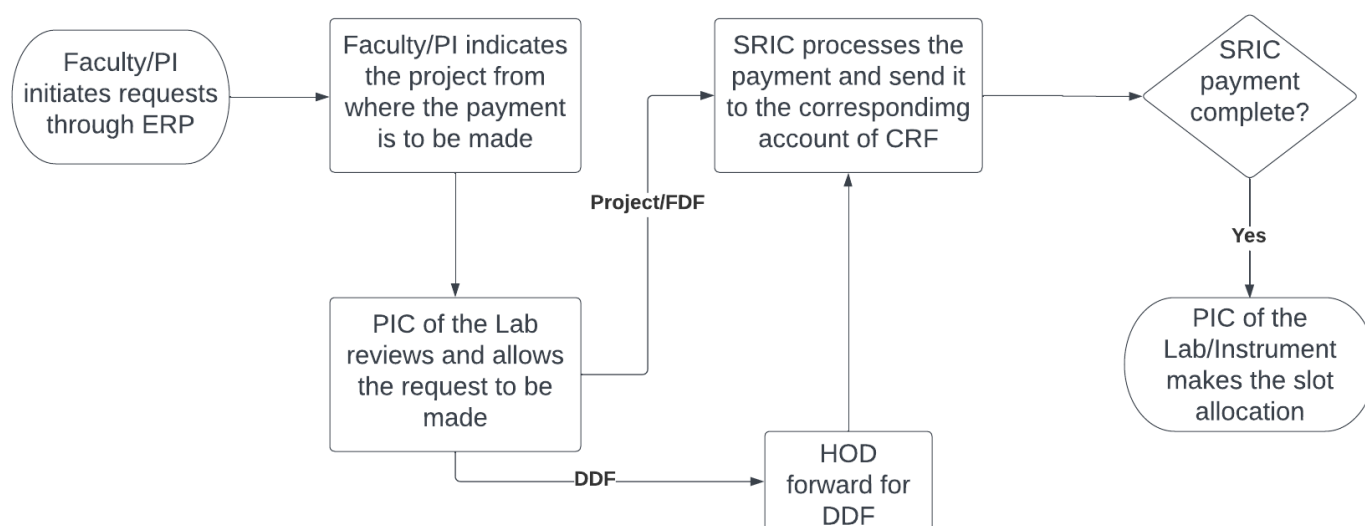
The online banking /payment is to be done following the procedures given below.

Process flow for booking CRF facility through institute funds

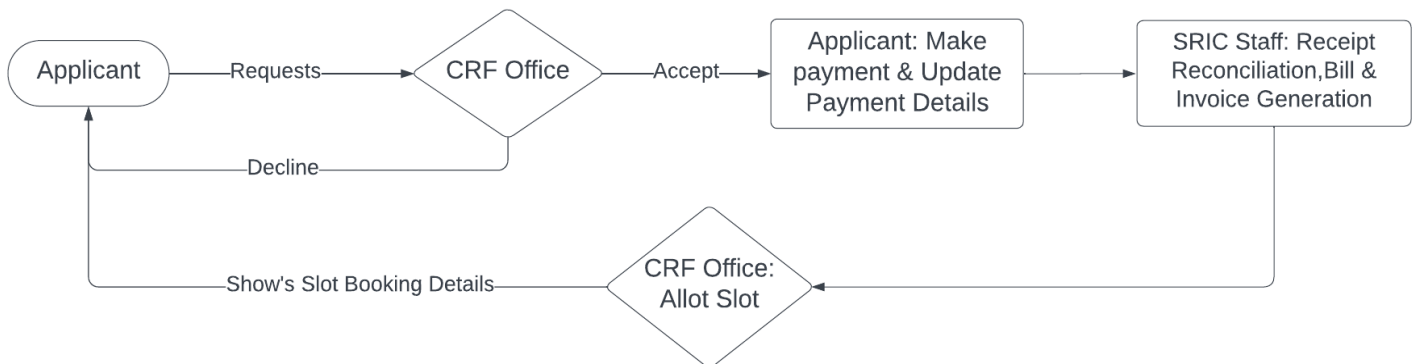


Note: CRF Office sends the bunch of Fund Booking Print out to accounts section for final payment.

Process flow for booking CRF facility through project funds i.e., Projects, FDF, DDF



Process flow for booking CRF facility for External Stakeholders



ERP Link for:

- **Faculty:** Login to ERP → Academic → CRF → 1. CRF Slot Booking (Book CRF Facility through Institute, Projects, FDF and DDF)
- **CRF Office:** Login to ERP → Academic → CRF → 1. CRF Lab Details Entry (Enter new equipment's details)
→ 2. CRF Slot Allocation Monitoring (Monitor Slot Allocation Details)
- **Facilitator:** Login to ERP → Academic → CRF → 1. CRF Slot Approval (View & Approve Slots for facilitator, HOD)
- **SRIC Office:** Login to ERP → SRIC → SRIC Approval → 1. CRF Verify and Approve by SRIC [Internal]
→ 2. Receipt Demand Approval
→ 3. CRF Payment Verification [EXTERNAL]
- **External Stakeholder:** <https://erp.iitkgp.ac.in/SricWeb/crfAuthMain.htm>