

Guidelines for

the

Researchers/Scientists/Engineers/Faculty

Contact Us:

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Need Assistance? We've launched our new Freshdesk Support System for faster issue resolution and streamlined ticketing! . Raise a ticket here: I-STEM Freshdesk Support 1

Table of Contents

Contents

1. Researcher/User Registration	3
2. Equipment Reservation for Public User	4
3. Through Supervisor (Internal Booking)	6
4. Booking Reschedule/Cancel	7
5. Clarification required (If Any)	8
6. Payment Online/Offline	9
7. View/download Invoice	10
8. View/download Performa Invoice	11
9. Feedback by Public User	12
10. Rejected Request (by Institution Custodian)	13
11. Cancelled Request (By Public user)	14
12. FBR Discussion	15
13. Summary: User Role	16

Researcher/User Registration





Equipment Reservation for Public User









Through Supervisor (Internal Booking)





Now steps will remain same for Direct Booking/through Supervisor Booking upto Payment .

Booking Reschedule/Cancel





Clarification required (If Any)





Note: FBR status will be updated to Pending. Email/SMS notification will be sent to user.



Payment Online/Offline



View/download Invoice

View/download Proforma Invoice (Offline Payment)

To view/download the proforma invoice

Feedback by Public User

Rejected Request (by Institution Custodian)

Cancelled Request (By Public user)

Cancelled Request(s) means booking request is cancelled by user.

FBR Discussion

FBR discussion can be initiated by user or Institution custodian irrespective of FBR status.

