

Government of India  
Department of Atomic Energy  
Variable Energy Cyclotron Centre  
Health Physics Unit  
(A Unit of Health Physics Division, BARC)

**Procedure of submitting samples for Analysis and Certification of food items from consignments of Export/Import**

- Samples along with a covering letter in letter-head in duplicate (**Original+Copy**) and Photo copies of relevant documents like letter of credit duly certified by your company should be submitted to Health Physicist-in-charge, Variable Energy Cyclotron Centre, I/AF Bidhan Nagar, Kolkata-700064 requesting analysis for radioactivity mentioning sample details, country exported/imported, L.C. Number etc ( The Format for sample details is attached ). Samples are accepted for analysis on all working days during cash hours in the afternoon (**14:30 – 15:30 hrs**).
- Each sample should be properly packed in a transparent polyethylene container, sealed and labeled with sample details, name of the company and relevant details. The weight of sample should be minimum of **1 (one Kg)**. Sample sent by speed post/courier is not accepted at present.
- The charges for analysis and certification is **Rs.10,000/- (RUPEES TEN THOUSAND ONLY) per sample per certificate** to be paid at the time of sample submission, **by DD/Pay Order/Banker's Cheque drawn in favour of PAY AND ACCOUNTS OFFICER, VECC, on SBI, BIKASH BHAVAN, BIDHAN NAGAR, KOLKATA or SBI Service Branch, Kolkata**. The payment has to be made at Cash counter, VECC Accounts Section and the money receipt to be shown to Health Physics Unit, VECC. Please note, Sample are accepted only after depositing the required charges **Payment has to be made within the time between 14.30 -15.30 hrs**. It is preferred to reach at this centre at about 14.10 hrs so that security formalities and other paper works can be finished beforehand.
- The result of the analysis and certification for general samples will be available after **3 (THREE)** working days if samples and relevant documents are in order. For Samples which require long counting and complex analysis, the certificate delivery period may be extended. **The certificate has to be collected between 14.30 hrs to 15.30 hrs** by the person authorised (to be mentioned in covering letter). Outstation Company may collect their certificate by speed post – in such cases the expenditure towards SPEED POST (exact amount) to be borne by the company and payment has to be made along with analysis charge. However, it is appreciated if the samples are submitted and certificates are collected in person.

For further assistance, please do not hesitate to contact

Health Physicist-in-charge, HPU, VECC, I/AF Bidhan Nagar, Kolkata-700064 Telephone No: 2318-4115/3152; 2318-3153 FAX No. 91 33 23346871, TELEX No.214526 VEC IN; E-mail: [rravi@vecc.gov.in](mailto:rravi@vecc.gov.in)

Date:

Health Physicist-in-charge

**DRAFT FORMAT OF THE LETTER**

(Latter to be typed in latter-head)

Company Letter Head with Address, Phone no., e-mail etc

Ref :

Date :

To  
Officer In-Charge  
Health Physics Unit,  
1/AF Bidhannagar,  
Kolkata 700064

Sub: Request- Radioactivity content analysis of sample - regarding

Dear Sir,

We are exporting/importing the following material as given below:

1. SAMPLE DESCRIPTION:
2. Type of Consumption.-Human / Animal / Poultry / Fish Feed / others (pl. specify)
3. TO BE EXPORTED TO/IMPORTED FROM (company, address, country, port of landing etc):
4. Country of origin of the product : INDIA or the Country of Origin
5. Shipped from : INDIA/Country Any other details( vessel, port of dispatch etc) :
6. L.C. NO./Invoice no., date, name of the bank etc:
7. Any other matter to be incorporated in the certificate: Cs-137 level, quantity and others.
8. Amount to be deposited: Rs ..... (DD/pay order etc details)
9. Local Contact details with Person Name, Tel. No. (mobile) and email ID:

A certificate of analysis for radioactivity content is requested.

Yours Faithfully

Signature: