**Instructions to obtain Search Report**

**Step 1:- Download**

Download the IDF from website/email.

**Step 2:- Form detailing and printing**

Fill-up up the details in IDF.doc/docx and save it on your computer in the word format and then take print out for official signature and stamping.

**Step 3:- File conversion**

Convert the IDF from word (pages 1 to 3) to pdf and save it as ***IDF-A.pdf***

**Step 4:- Scanning**

Scan the signed stamped page (pg.4) to pdf and save it as ***IDF-B.pdf***

**Step 5:- File merge**

Merge the file ***IDF-A.pdf*** and ***IDF-B.pdf*** and save it as **IDF.pdf**.

**Step 6:- E-mail.**

E-mail the finally merged **IDF.pdf** on the mail id ***scientist.pic@gmail.com***

***For additional quires please send an E-mail on*** *scientist.pic@gmail.com* ***or*** *rgstcmaha@rediffmail.com*