

**NATIONAL CENTRE FOR PHYSICS****Hosted Researchers****CLEARANCE CERTIFICATE (Temporary/Final)****1. Certification by Applicant Hosted Researcher (please tick the appropriate option):**

Name: _____, Designation: _____ Department: _____

Reg. No. _____ NCP Entry Card No. _____

Option-1: It is stated that I have to **leave NCP on temporary basis** to join back my parent department due to unavoidable circumstances on _____. I, therefore, discontinue my On-Campus Research Work at NCP Department _____ under supervision of _____ w.e.f. _____. I shall rejoin NCP w.e.f. _____. I have settled dues and/or pending matters with all concerned departments at NCP Campus and there is no claim of any description against me.

Option-2: It is stated that I, _____, have **finally completed** my research work/internship at NCP Campus/Department _____ under supervision of _____ and will proceed to join my parent Institute namely: _____, w.e.f. _____. I have settled dues and/or pending matters with all concerned departments at NCP Campus and there is no claim of any description against me.

Signatures by Applicant Hosted Researcher: _____

2. Certification by Supervisor & Director/Head of Concerned Department: Certified that there is nothing outstanding against the above-mentioned Hosted Researcher in the department. It is, therefore, he/she may be issued Clearance Certificate and Work Experience Certificate after due vetting by Finance Branch, Admin Branches and CAAD.

Recommended by Concerned Research Supervisor/ Group Head: _____**Endorsed by Concerned Director/HOD (NCP Complex):** _____

3. Certification by Concerned Departments at NCP: It is certified that there are no pending claims/dues of any description against above mentioned applicant except those mentioned in the following Table:

Department/Section	Remarks ○ Cleared ○ Not Cleared (mention items etc.)	Name & Designation of Authorized Officer	Signature of Authorized Officer
I.T Branch			
Mechanical Workshop			
Finance Branch			
Security Branch (Deposit of Vehicle Entry Pass)			
Administration:			
HR Branch			
Transport Section			
Telephone Exchange			
Store Branch			
Estate Branch (for Room charges, if any)			
Cafeteria			
CAAD:			
NCP Library (SI Branch) (Return of any issued books etc)			
A&IA Branch (Deposit of Entry Card)			

4. Endorsements:

Manager/GM CAAD _____ **Director CAAD::** _____
(Signature with Date) (Signature with Date)

GM Finance: _____ **Director Admin:** _____
(Signature with Date) (Signature with Date)

JE CAAD (for record & necessary action w.r.t. issuance of Research Certificate for cleared cases): _____