



# NATIONAL CENTRE FOR PHYSICS

## HOSTED RESEARCHERS

### TRANSPORT PICK / DROP REQUEST PERFORMA

**PART-I (To be Completed by Applicant/Concerned Dept):**

Name of Hosted Researcher: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Registration No. #: \_\_\_\_\_ NCP ID Card No. \_\_\_\_\_

Department at NCP: \_\_\_\_\_ Date of Expiry of Stay at NCP as per ToRs \_\_\_\_\_

NCP Vehicle Enroute: Bus  Coaster  Van

Vehicle Required: \_\_\_\_\_ with effect from (date) ----- to -----

Address Pick up Point: \_\_\_\_\_

Address Drop Point: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Contact Phone Nos. Cell: \_\_\_\_\_ Res. \_\_\_\_\_ Lab. \_\_\_\_\_

Signature of Applicant / Date: \_\_\_\_\_

Recommendation of Concerned Director / HoD for Validity of Request/Period: \_\_\_\_\_

**PART-II (for Official Use): Action by Hosted Researchers Branch - CAAD**

JE CAAD (to vet registration contents of Hosted Researchers): \_\_\_\_\_

Director CAAD (to forward the application to Estate Branch Administration): \_\_\_\_\_

**PART-III (for official use): Initial Action by NCP Administration**

1. Remarks by Tpt Supervisor \_\_\_\_\_

2. Relevant Transport Seat Availability: Available \_\_\_\_\_ Not Available \_\_\_\_\_

3. Possible Action: Vehicle seat may be allotted: \_\_\_\_\_

Request Prioritized and held for provision of seat on Priority No.: \_\_\_\_\_

4. Signature of Tpt Supervisor \_\_\_\_\_

5. Signature Manager Admin: \_\_\_\_\_

6. Signature GM Admin: \_\_\_\_\_

**PART-IV: Final Action by Transport OIC and Branch/Driver**

Vehicle Reg. No. : \_\_\_\_\_

Approved Pick/Drop Point: \_\_\_\_\_

Pick/Drop Period: \_\_\_\_\_ with effect from (date) ----- to -----

OIC TPT (for info): \_\_\_\_\_