



NATIONAL CENTRE FOR PHYSICS
Hosted Researchers Extension Proforma

HR-07 (Revised-2016)

Affix one
passport size
(1.5" x 2")
Coloured photo
with blue or
white background

1. Part-1: To be Completed by the Applicant:

Name of Hosted Researcher: _____
Phone: _____ Cell: _____ E-mail: _____
NCP Registration No.: _____ NCP Entry Card No. _____
Relevant Department at NCP: _____ Group: _____ Supervisor/Contact Person: _____
Present Organization/University/Department: _____
Present Duration at NCP as per ToR: From: _____ To: _____
Reason for Extension: _____
Requested Period of Extension (as per policy): from _____ to _____
Accommodation Requirement (if already availing): Yes No
Transport Requirement (if already availing): Yes No

I, hereby undertake that (a) My Parent institute is agreed for extension in my stay at NCP for the assigned research work, (b) During the extended period, I shall abide by NCP disciplinary/safety/security rules; (c) In case of loss/damage of NCP property, I shall be responsible to pay for the damage(s)/loss and (d) Upon completion of research work/ studies at NCP, I shall submit prescribed Clearance Proforma to Collaboration & Academic Activities Department (CAAD)/NCP for issuance of Certificate of Work Experience at NCP.

Signature of Applicant / Date

Recommendation for Extension in Tenure: Yes: No:

NCP Supervisor/Contact Person: _____ Concerned Director: _____
Signatures/Date/Stamp Signatures/Date/Stamp

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

JE (A&IA): _____ Manager A&IA: _____
(to vet above registration contents of Hosted Researcher)

GM CAAD (to forward the application to DG Secretariat): _____

3. Approval by Concerned DG NCP: _____ Date: _____
Signatures/Stamp

4. GM Administration: _____

5. GM CAAD : _____

6. AM/Manager CAAD: _____

7. JE CAAD (Hosted Researchers Wing): _____

(for further processing & necessary action)

Copy to (for information and Administrative/Financial Arrangements):

- | | | |
|--------------------------|---|--|
| a. AM/Manager Finance: | - | for payment of honorarium/reimbursements if any etc. |
| b. AM/Manager HR: | - | to amend/issue NCP-Hosted Researchers Entry Card through CAAD. |
| c. AM/Manager IT: | - | to provide the internet and other related IT matter. |
| d. AM/Manager Estate: | - | to facilitate accommodation, if applicable. |
| e. AM/Manager Transport: | - | to facilitate enroute transport, if applicable. |
| f. AM/Manager Stores: | - | to issue quantity of items as per policy. |
| g. Security Branch | - | for information. |