



**NATIONAL CENTRE FOR PHYSICS  
HOSTED RESEARCHERS**

**ACCOMMODATION VACATION PROFORMA**

**PART-I (to be completed by Applicant Hosted Researcher)**

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 \_\_\_\_\_

Period of Stay: w.e.f. \_\_\_\_\_ to \_\_\_\_\_

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

Registered University/Institute/Organization: \_\_\_\_\_

Hostel Type: (MOQ / BOQ): \_\_\_\_\_ Room No. \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Signature of Supervisor/Co-Supervisor: \_\_\_\_\_  
(with date)

Signature of Concerned Director/DG: \_\_\_\_\_  
(with date)

**PART-II (for Official Use): Action by A&IA Branch-CAAD:**

JE (A&IA): \_\_\_\_\_ Manager/GM A&IA: \_\_\_\_\_  
(to vet above registration contents of Hosted Researcher)

Director CAAD \_\_\_\_\_  
(to forward the application to Finance Department)

**PART-III (for Official Use): Action by Finance Branch:**

Hostel Charges paid till: \_\_\_\_\_

Dues pending (if any):- No of Months: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature JA/JE Finance: \_\_\_\_\_ Manager Finance: \_\_\_\_\_

**PART-IV (for Official Use): Action by Estate Branch:**

1. Remarks of Caretaker to indicate breakage/damage/missing items in Room(if any):

\_\_\_\_\_  
\_\_\_\_\_

2. Signature of Caretaker: \_\_\_\_\_ Signature of JA/JE Estate: \_\_\_\_\_

3. Signature Manager/GM Estate: \_\_\_\_\_ Signature GM Admin: \_\_\_\_\_

4. Director Admin: \_\_\_\_\_

Note: Copy to Finance Branch & CAAD (A&IA Branch) for record, please.