



**NATIONAL CENTRE FOR PHYSICS  
HOSTED RESEARCHERS**

**ACCOMMODATION REQUEST 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: \_\_\_\_\_

Parent University/Institute/Organization (Tick): Local  or Outstation

Name/Address of Parent University/Institute/Organization of Hosted Researcher:  
\_\_\_\_\_

Accommodation required with effect from: (date): \_\_\_\_\_ to \_\_\_\_\_

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

Have you submitted security proforma with police verification? YES  NO

**Signature of Applicant Hosted Researcher:** \_\_\_\_\_

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

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

Registration entries are correct w.r.t. CAAD Record: YES  NO

Police verification proforma has been received & submitted to PSO (GM Admin): YES  NO

Accommodation Type Applicable (Please tick the appropriate):

- Single Room for Hosted TWAS fellows, Post Doc Fellows/Adjunct Faculty/ Visiting Scientists/Researchers)
- Shared Room for Hosted Students (three per room for Student Internees, M.Phil or MS )
- Shared Room for Hosted Employees (two per room for Senior Internees shared with local PhD Students who are employees)

**Signatures:** JE CAAD: \_\_\_\_\_ Manager/GM A&IA: \_\_\_\_\_

Director CAAD: \_\_\_\_\_

(Case forwarded to Estate Branch for needful)

**PART-III (for Official Use): Action by NCP Administration (Estate Branch):**

No. of BoQs/MoQs Rooms allotted as per SOP: \_\_\_\_\_, total rooms allotted \_\_\_\_\_.

Space Available (Room) \_\_\_\_\_ for \_\_\_\_\_ (Students) Available  Not Available

**Signatures:** J.E Estate: \_\_\_\_\_ AM/Manager Estate: \_\_\_\_\_ GM Admin \_\_\_\_\_ Director Admin: \_\_\_\_\_

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

1. Possible Action: Room No. \_\_\_\_\_ in BoQs / MoQs has allotted.

2. Duration of Allotment: w.e.f. \_\_\_\_\_ to \_\_\_\_\_

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

**Signatures:** AM/Manager Estate: \_\_\_\_\_

4. Advance Room rent paid vides Challan No. \_\_\_\_\_ dated: \_\_\_\_\_

**Signatures:** Caretaker's \_\_\_\_\_ Applicant's **Signature:** \_\_\_\_\_

5. Copy to NCP Finance Branch for intimation, please.