



**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)			
<b>Administration:</b>			
HR Branch			
Transport Section			
Telephone Exchange			
Store Branch			
Estate Branch (for Room charges, if any)			
<b>CAAD:</b>			
NCP Library (SI Branch) (Return of any issued books etc )			
A&IA Branch (Deposit of Entry Card)			

**4. Endorsements:**

**GM Finance:** \_\_\_\_\_ **Director Admin:** \_\_\_\_\_  
(Signature with Date) (Signature with Date)

**Director CAAD:** \_\_\_\_\_ **AM / Manager/GM CAAD:** \_\_\_\_\_  
(Signature with Date) (Signature with Date)

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