



NATIONAL CENTRE FOR PHYSICS

HR-07 (Revised-2016)

Hosted Researchers Extension Proforma

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 NCP: 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)

Director CAAD (to forward the application to DG Secretariat):

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

4. Director Administration:

5. Director CAAD :

6. AM/Manager CAAD :

7. JE CAAD (Hosted Researchers Wing):

(for processing / issuance of letter of extension & related ToRs to applicant /Admin/Finance for related formalities)

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

- a. AM/ Manager Finance Branch: (for payment of honorarium/reimbursements if any etc. )
b. AM/ Manager HR: (to amend/ issue NCP Hosed Researchers Entry Card through CAAD).
c. AM/ Manager Estates: (to facilitate accommodation , if applicable)
d. AM/ Manager Transport (to facilitate enroute transport, if applicable)
e. AM/Manager Stores: (to issue quantity of items as per policy):
f. Head Security Branch (for info)