

**CENTER OF PLASMA PHYSICS - INSTITUTE FOR PLASMA RESEARCH
NAZIRAKHAT, TEPEZIA, SONAPUR-782402**

**REQUISITION FOR WORK AT LABORATORY AFTER 7 PM ON WORKING DAYS
AND ON WEEKLY HOLIDAY**

DATE:

NAME:

DESIGNATION:

PAYROLL NO:

NAME OF LAB.:

TIME & DATE FOR PERMISSION:

PURPOSE:

Signature of Applicant

Signature of Project leader/In-charge



**REQUISITION FOR WORK AT LABORATORY AFTER 7 PM ON WORKING DAYS ON
WEEKLY HOLIDAY**

(COUNTER FOIL - To be handed over to the Security In-Charge by Admin Section)

DATE:

NAME:

DESIGNATION:

PAYROLL NO:

NAME OF LAB.:

TIME & DATE FOR PERMISSION:

PURPOSE:

Signature of Applicant

Signature of Project leader/In-charge

<u>In Time</u>	Signature of Security Supervisor	<u>Out Time</u>	Signature of Security Supervisor

Important Instructions for Security In-Charge & Security Guards:

1. Duty Security Guards shall take hourly rounds including areas where employee's/research scholars are working after office hours/holidays.
2. In areas with no official work in progress, ensure that all lights, fans, A/Cs, and other electrical appliances are switched off and the rooms properly locked. (Computers/equipment intentionally kept running must not be turned off.)
3. All rooms, laboratories, seminar halls, canteen, and common areas must remain locked when unoccupied.
4. Security must maintain the After Office Hours Register, recording names, time, and details of all authorized personnel/visitors entering or exiting after office hours, and must hand over the information to the next duty personnel.
5. No personal visitors, family members, or unauthorized persons shall accompany the research scholar/staff during after-hours lab work.
6. Entry beyond office hours is allowed only to staff/research scholars with approved requisition.
7. In case of fire, accident, or medical emergency, Security must immediately activate the Emergency Response Procedure and inform the Research Guide of the Research Scholar, Centre Director, Administrative Officer, and Concerned Person from Administration.
8. Any irregularity or unusual incident observed must be immediately reported to Security In-Charge and Administration.