



Technology for the Country, Security for the Nation

DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY

(Deemed University)

Girinagar, Pune . 411 025

**M.Tech Programs
JOINING INSTRUCTIONS
FOR DRDO SCIENTISTS/OFFICERS JOINING DIAT UNDER R&T SCHEME
AND SERVICE OFFICERS UNDER PGT SCHEME**

CONTENTS

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
I	<u>GENERAL INFORMATION</u>	
	Introduction, Location, Climate, Postal Address Working Hours, NRS, Airport, Bounds, Route Map, Major Facilities, Information Centre and Library	3-6
II	<u>REGISTRATION FOR THE PROGRAMME & OTHER INFORMATION AND ARRIVAL</u>	
	General, Reception, Arrival by Road, Pay and Allowances Ration, Miscellaneous	6-9
III	<u>ACCOMMODATION, TRANSPORT, SERVANTS</u>	
	Accommodation, Living Out Under Own Arrangements, Electric Supply Sahayak, Transport Servants / Domestic Help, Identity Passes	10-13
IV	<u>ACADEMIC, DISCIPLINE AND ADMINISTRATIVE CONTROL</u>	13
V	<u>OTHER FACILITIES</u>	
	Medical Facilities, Recreational Facilities CSD Canteen POINTS Hostel Shopping Centre, Bank School for Children	13-16
<u>APPENDICES</u>	A Arrival Details B Details of Form and Warrants C Application for Accommodation D Messing Requirements <u>Annexure:</u>	A Route Map

SECTION – I

GENERAL INFORMATION

Introduction

1. These instructions are being forwarded to all Scientists and officers nominated to attend the M.Tech programs at the Defence Institute of Advanced Technology (DU) to help them prepare better for both, the program and their stay at Girinagar, Pune. All Scientists/Officers are requested to study these instructions in detail; this contains the information about the campus, the Institute, program, methodology of instruction, schooling facilities for their wards and other allied matters.

Location

2. Girinagar, a scenic beautiful place is located at a distance of approximate 22 Kms from Pune Railway Station and approximately 35 Kms from the Pune airport, on Pune-Sinhagad-Panshet Road on the south bank of Khadakwasla Lake. There is an all-weather road between NDA and DIAT (DU). DIAT(DU) campus is well served by Pune Municipal Transport bus services & other public transport.

Climate

3. Situated at a height of about 650 meters above mean sea level, Girinagar has a pleasant and temperate climate. However, the possibility of chilly nights cannot be ruled out from Nov to Jan. The temperature varies from 8⁰C to 40⁰C during the year. Summer, Monsoon and Winter seasons extend from Mar-Jun, Jul-Oct and Nov-Feb respectively.

Postal Address

4. The Contact details of DIAT (DU) is as under :-

- (a) Postal Address : Defence Institute of Advanced Technology,
Girinagar, Pune . 411 025
Maharashtra, India.
- (b) Telephone : 020-24304425/24304424
- (c) Fax : (020) 24389509 / 24389411
- (d) Website : www.diat.ac.in

Working Hours

5. DIAT (DU) observes a five-day week. Normal working hours of the Institute are from 0900 hrs to 1730 hrs with a one hour lunch break from 1300 hrs to 1400 hrs for students.

Nearest Railway Station

6. Pune Junction is the nearest Railway Station and is approximately 22 kms from DIAT (DU).

Airport

7. The nearest civil Airport is at Lohegaon, about 32 Kms from DIAT (DU).

Route Map

8. The route map and general layout of DIAT (DU) is attached as annexure Aq

Bounds

9. Scientists/Officers are requested to approach the Program Co-ordinator for any clarification regarding their programs and for any administrative requirements

10. Notices on information to students will be posted on the notice boards placed near Registrar's Office, Lecture Halls, Cafeteria & other places.

Major Facilities

11. The major facilities available at the Institute include laboratories and demonstration rooms for Surface, Underwater & Air Weapon, Armaments, Propulsion Lab, Wind TUNNEL, CAD/CAM centre, Laser and Holography labs, Vibration lab, Gas Turbine Lab, Polymer and Composites lab, Metallurgy lab, Microware, Radar and EMI/EMC labs, Chemistry lab, Simulation lab, Computer facilities and Multimedia etc. .

A state of art Computer Centre is available for the benefit of students, for 24x7 use with internet, intranet and WIFI and many software facilities.

Information Centre and Library

12. The University is the knowledge hub of the Defence Institute of Advanced Technology (DU), Pune. It reflects the Institute's commitment to providing the best possible library and information services to its academic community of faculty members, scientists, students, researcher and staff members. It is a major resource for information in Defence, Science and Technology and allied subject and has a good collection of both printed and digital resources. It offers a range of services including reference and consultation, membership, circulation, document delivery, resource sharing, information alert, bibliography and digital library services to the library members.

The University Library has been continuing its mission of facilitating the creation of new knowledge through the procurement, retrieval, preservation, organization and dissemination of different resources. The collection of books, journals, e-journals, databases, theses, reports, standards and other reading resources are best and largest asset of the library.

The total collection of Books - 44,394, Back Volumes - 21875, Reports - 20,000, and Dissertations & Thesis - 1500. For integrated information access facility, the library is using LibSys software. The library subscribe to print, online journals and databases such as:

Online Journals/Databases	No. of Titles
IEEE/IEE (IEL)	241
ASME	022
ACM	044
Science Direct	035
Springer Link	1400+
Nature	100 Years Archive
Scopus, ProQuest (D&T), J-Gate & SciFinder	Databases
Print Journals	34

SECTION – II

REGISTRATION FOR M.TECH PGM & GENERAL INFORMATION AND ARRIVAL

General

1. (a) Programme : MTech
- (b) Date of Commencement : 14th July 2014
- (c) Date of Termination : End May 2016
- (d) Date of Reporting : Between 7th and 11th July 2014

2. All Scientists/Officers are required to arrive at Pune latest by 11th July 2014 between 0600-2000 hrs. Arrival details as per Appendix A are required to be filled and mailed to this Institute at least 2 weeks prior to the commencement of the course.

Necessary NA certificate for claiming authority RMA will be issued by the Institute.

All students are required to submit the following documents / testimonials to the Academic Wing, Registrar's Office on reporting for Registration:

- a. ***Originals and three copies of the Degree Certificate and Mark list (original will be returned after verification)***
- b. ***Certificate of DoB,***
- c. ***2 Passport size Colour Photographs,***
- d. ***Migration Certificate from the University from where they passed out last.***

Reception

3. (a) **Railway Station/Airport.** No reception cell / representative of DIAT (DU) will be available at the Railway Station / Airport. Individual has to make own arrangements to reach the Institute.
- 3 (b) **Arrival by Road.** Scientists / Officers arriving by road should reach DIAT (DU) before 2200 hrs & contact the reception centre at the Officersq Mess/Points Hostel.

4. Scientists / Officers on arrival will collect the allotment letter for accommodation and information about other arrangements from the Reception Centre at **Points Hostel**.

5a.. **Points Hostel and Mess**

Points Hostel is a newly constructed spacious accommodation facility with modern fittings. There is a separate girls' wing in the hostel. Points Mess meets the catering requirements of the inmates of hostel. The Hostel has a recreation room with indoor games facility viz., TT, Carroms, Chess etc. The hostel has a Gym, library, reading room and a TV room. The in charge reception centre has the accommodation plan available with him and the individual will be guided to the identified accommodation.

5b. **DRDO guest house**

The campus has a Guest House with 10 state of the art Guest Rooms including 3 suites for accommodating visiting dignitaries and Scientists from DRDO.

- 5c. **Officers' Mess.** Service Officers will have an option to stay at Officers' Mess in Girinagar campus on advance intimation.

Pay and Allowances

6. **Army Officers.** Army officers are to advise the CDA (O) Pune about their new address at DIAT (DU) to facilitate receipt of their monthly statement of accounts and arrange for their pay to be credited to their bankers.
7. **Naval Officers.** Naval officers are to advise the CDA (Navy), Mumbai about their new address at DIAT (DU) and duration of stay to enable them remit their pay to their bankers.
8. **Air Force Officers.** Accounts, documentation and logistic services are provided by Air Force Station, Pune. Air Force officers are to inform the AFCAO to dispatch their F-1517 to 2 wing AF for the duration of the course and ensure that their Service and Medical documents are forwarded to 2 Wing AF.
9. **Civilian / DRDO Scientists / Officers.** Civilian officers are paid by their respective organizations. They should settle the mode of payment with their paying authority prior to their departure to DIAT (DU).
10. **Officers from Foreign countries.** Before leaving their country, foreign nationals should arrange with their government for their pay and allowances while in India.

Ration

11. For Indian Armed Forces Officers, entitled rations will be delivered to married officers at their residential area according to a specified program. A packing material charge at prescribed rates per officer will be recovered through the Mess Bill.

12 All Indian Armed Forces Officers are required to bring their Last Ration Certificate (LRC) and deposit the same in the QM Office on arrival.

13. Ration for Service officers living in the OfficersqMess will be collected by the Officersq Mess. These officers will deposit the LRC with Catering In-Charge of Officersq Mess on arrival.

Miscellaneous

14. **Identity Cards.** Scientists/ Officers are to be in possession of proper identity cards on arrival, and are responsible for its safe custody.

15. **Arms.** No private arms are allowed as no Kote is available in the Institute.

16. **Clothing.** Uniform is worn on all working days by Service officers except on Wednesdays and Thursdays unless otherwise specified. Scientists / Civilian officers are required to wear clothes appropriate for the season and commensurate with the decorum of the Institute. Every officer should also be in possession of Lounge suit/National dress and combination suits. Due to weather & type of terrain it is desirable that students should be in possession of mosquito net, blankets, rain coat / umbrella. (Mosquito nets will be required). The use of blankets will be desirable during cool nights. Possession of a rain coat/umbrella is essential.

17. **Pets.** Pets may be brought. However, the accommodation available be kept in mind while bringing pets. Pets are not allowed in the POINTS Hostel, instructional, administrative or technical areas & open air cinema. Pet owners are advised to have their pets protected by anti-rabies injections.

18. **Change of Address.** It is essential to keep this Institute informed of any change in residential address, for correspondence till reporting at DIAT (DU).

19. **Correspondence.** Correspondence, if any, between Scientists / Student Officers and their Unit/Ships/Estt will be the responsibility of the Scientists / Officers themselves.

20. **Details of Form 'D' and Warrants.** All student (service) officers will complete Appendix Bq attached and after getting it countersigned by the course coordinator; forward the same to D of S of NAVY/ARMY/Airforce of MILIT as the case may be.

21. **Cooking Gas (LPG).** An 'HP' LPG gas agency is located in DIAT (DU) Campus & INDANE is located in NDA. BP Gas is available at a distance of around 1.5

Km with CW&PRS Co-operative Society Ltd, located next to Khadakwasla Dam. Scientists / Officers are advised to bring their transfer vouchers for effecting transfer of LPG connection. Officers having transfer vouchers of ~~Indane~~ are permitted to apply for change to ~~HP~~ connection.

22. **Two Wheeler Riders.** All Scientists / Officers who ride powered two wheelers are to wear helmets as a mandatory requirement.

23. **Permission to keep and ply vehicle inside the campus:** All Scientists / Officers on arrival at DIAT (DU) have to fill the prescribed application and take permission from Security officer, DIAT (DU) for a vehicle pass. Possession of vehicle pass is a mandatory requirement at DIAT (DU). Passes and vehicle stickers will be issued by security section.

24. **Appendices.** Arrival report, request for accommodation etc.. are to be sent at least 2 weeks prior to arrival at DIAT .

SECTION – III

ACCOMMODATION, TRANSPORT, SERVANTS

Accommodation

1. **Types of Accommodation.** The Institute has limited accommodation for Scientists / Officers on long duration courses. It is of the following types:-

(a) **Single Accommodation.** Unmarried Scientists / Officers and Scientists / Officers staying without family in station will be required to live in the POINTS Hostel. Scientists / Officers are advised to bring along bedding with a mosquito net. No cooking is permitted in POINTS Hostel

(b) **Ladies Hostel.** A separate hostel for ladies is available. No cooking is permitted in the hostel.

(c) **Married Accommodation**

(i) There is deficiency of permanent married accommodation. All course Scientists / Officers will be put on waiting list for Permanent Accommodation and will be allotted permanent accommodation as per seniority of accommodations.

(ii) Scientists / Officers will be given temporary married accommodation in Multistoried Complex /F Block (Single bedroom, drawing-cum-dining and kitchen). Limited parking facility is available in Multistoried Blocks. DRDO Scientists / Officers will be eligible for married accommodation only if they are not holding any govt. accommodation elsewhere and a certificate to this effect from the concerned lab to this effect is submitted to the EWO, DIAT.

(iii) All others (NGOs) will be given temporary accommodation in Bachelors Hostel / Type-II or Type-III accommodation as per entitlement.

2. Scientists / Officers are advised to plan and pack their luggage according to the space available as there are no alternative arrangements for storage of luggage in the campus. Families are not permitted to stay in the POINTS Hostel.

3. **Application for Married Accommodation.** In case Scientists / Officers are interested in bringing their family to the station, they must apply for the married accommodation as per format at Appendix Cqwell before the arrival.

4. **Allotment.** The DIAT (DU) Quartering Committee is the Competent Authority to recommend allotment of accommodation. The VC's decision on the subject is final.

The details of accommodation allotted will be communicated to each officer by E&WO in advance, if possible.

5. **Handing/Taking Over of Accommodation:-**

(a) Scientists / Officers, on arrival at Girinagar will be issued with a house allotment letter and key of the house. Subsequently, a team of MES staff will visit the house for proper handling/taking over. Scientists / Officers are personally responsible to take over the accn from the MES.

(b) While taking over their quarter, Scientists / Officers must check the inventory carefully to avoid barrack damage later at the time of vacation. Special attention must be paid to hair line cracks on sanitary fittings, and brass or metal handles and stoppers of windows and doors.

6. **Furnishing.** Furnishing material such as curtains, bed linen and bedspreads should be brought by Scientists / Officers themselves. Essential furniture is provided by the MES.

Living Out Under Own Arrangements

7. Permission for Service Officers to live out under their own arrangements on rent reimbursement basis may be granted provided permission is sought well in advance. Officers who are granted such living out permission will, however, make their own arrangements for their conveyance to DIAT (DU). As well, the DRDO Scientists / Officers granted permission to stay out also will have to make their own arrangements for their conveyance to DIAT. Late attendance for classes on this account will not be accepted.

7 a. All Student (Service) Officers will compulsorily be members of the OfficersqMess.

Electric Supply

8. 220/230 V AC supply is available

Sahayaks

9. Soldier Sahayaks are not to be brought to this Institute.

Transport

10. **General** City Bus services in Pune are fairly good. DIAT (DU) is connected by Pune Municipal Transport (PMT) bus routes. No. 49 from Pune Railway Station at 1 hour intervals and bus route No. 50, 51 and 52 start from Shaniwarwada to Gorhe, Sinhagad and Khanapur respectively ply via DIAT (DU). Taxis and autorikshaws are expensive. Your own car, motor cycle, scooter or moped will be advantageous. Bicycles will be of good use within the campus. Due to paucity of Govt transport, it is very difficult to provide transport on demand. There are some weekend trips to the city and back at specified timings which may be used by the Scientists / Officers.

11. **Transport – Private Vehicle**

- (a) Conveyance of transport will be governed under the existing TR.
- (b) Vehicle, if brought by rail, should be booked to Pune Jn Rly Station.
- (c) Collection of vehicles at Pune, will be the responsibility of the officer concerned.

Servants/Domestic Help

12. **Employment.** For some time now, there has been a paucity of good servants. However, some help is available. Scientists / Officers who bring servants with them are advised to bear in mind the paucity of accommodation and the antecedents of the servants.

13. **Wages.** Scientists / Officers are advised to follow the standard norms of wages to domestic servants and not raise the wages exorbitantly out of desperation because this may result in inconvenience to their colleagues.

14. **Security pass to the servants:** All servants in the Campus should possess an official pass issued by the Security Officer. If any servant applies for work, initially or during the course, do not engage him/her without reference to the Security Officer. All servants' passes will be checked periodically. If a servant is discharged, the officer is to ensure that his/her pass is withdrawn. The pass should then be sent to the Security Officer together with appropriate comments regarding efficiency or integrity or behavior of the servant. Passes issued to servants will be withdrawn and returned to the Security Officer on termination of the course and clearance obtained. Adult family member of servants are also required to have photo passes issued by Security Officer.

Identity Passes

15. Scientists / Officers attending courses are required to be in possession of Identity Passes issued by DIAT (DU). For this purpose, four copies (two each for Security Office and CSD) of passport size photographs as per details given below are required (Colour) :-

- (a) Service Officers in uniform
- (b) Scientists / Civilian Officers in plain Shirt & Tie

16. These photographs will be handed over to the concerned authorities at DIAT on the day of Registration. CSD Cards are issued on payment. All Scientists / Officers will return these passes to the concerned authorities on termination of their course.

SECTION-IV

ACADEMIC, DISCIPLINE AND ADMINISTRATIVE CONTROL

The academic control of Service Officers rest with DIAT(DU). Disciplinary control of Service Officers will be with the command they are borne/attached to. PORs, Gen forms, leave forwarding, Form D, issuance of warrants, LTC and other personal claim forwarding etc of Army and Air Force Officers will be issued by student administration, DIAT. In respect of Navy Officers these documents will be issued by Naval Wing, MILIT.

SECTION – V

OTHER FACILITIES

Medical Facilities

1. Medical cover to Service officers and members of their family is provided by the RMO at the MI Room. Cases requiring specialist medical opinion are referred to MH Khadakwasla/ Command Hospital (SC)/ MH Kirkee as applicable. Scientists / civilian Officers can have medical service of the RMO as per the rules and regulations on the subject.

2. All Scientists / Officers and their families must be protected by vaccination and inoculation before arrival. To keep the vaccination and inoculation state upto-date is the officer's responsibility.

Recreational Facilities

3. **Sports and Games.** The following indoor/outdoor sports, games and past time facilities are available at DIAT (DU) :-

- | | |
|-----------------|-----------------|
| (a) Cricket | (e) Hockey |
| (b) Football | (f) Volley ball |
| (c) Basket ball | (g) Sailing |
| (d) Badminton | (h) Squash |

TV and Gymnasium facilities are available at POINTS Hostel. The student officers may have the option to utilize similar facilities at OfficersqMess/Institute..

4. **Cable TV.** There is no cable TV set up for Scientists / Officers living in / out area. Scientists / Officers have to make their own arrangements for DTH services.

Points Hostel and Mess

5. Points Hostel is a newly constructed spacious accommodation facility with modern fittings. There is a separate girlsqwing in the hostel. Points Mess meets the catering requirements of the inmates of hostel. The hostel charges are inclusive of the messing facility. The Hostel has recreation room with indoor games facility viz., TT, Carroms, Chess etc. The hostel has a Gym, library, reading room and as TV room. WiFi facility is available in the hostel.

Officers' Institute (Part of Officers' Mess)

6. The OfficersqInstitute situated is in the OfficersqMess premises & is open to all members of OfficersqMess. The club timings are from 1900 h to 2200 h (up to 2230 h

on days preceding holidays). Bar and Dinner facilities are available between 1900 . 2100 h. Club can also be booked for Official/Private parties.

CSD Canteen

7. CSD Canteen stocks usual CSD items and is located in the MI Room complex.

SANGAM - Girinagar Market Complex:

8. The campus has a small shopping centre consisting of the following:-

- (a) Co-Operative Consumers Stores
- (b) LPG & Newspaper Agency
- (c) Provision & General Stores
- (d) Vegetable Shops
- (e) Scooter/Motor Cycle/Bicycle repair Shop
- (f) Cafeteria
- (g) Tailor, barber, Cobbler etc.
- (h) Poultry Shop
- (i) Sweet Shop
- (j) Computer Centre
- (k) Post Office Office with Speed Post facility.

Bank

9. State Bank of India (Code No. 2155) with ATM facility has a Branch in the Market Complex. Scientists / Officers may bring SBI Travelers cheques with them, if they so desire. SBI, DIAT Campus is member core Banking Group. Axis Bank ATM is also available.

School for Children

10. Pune has many good schools. Some of them are listed below :-

- (a) KV, DIAT, Girinagar (up to class XII)
- (b) KV, NDA, Khadakwasla, (XII) - 07 Km
- (c) St. Mary's HS for Girls, Pune Camp (10+2) ICSE - Approx 18 Km
- (d) St. Anne's HS for Girls, Pune Camp (10+2) - -- do --
- (e) St. Helena's HS for Girls, Pune Camp (10+2) ICSE - -- do --
- (f) St. Vincent's HS for Boys, Pune Camp (10+2) - -- do --
- (g) Bishop's HS for Boys, Pune Camp (10+2) I ICSE - -- do --
- (h) Hutchings High School (10+2) ISCE - -- do --
- (i) NDA English School, Khadakwasla (upto IV th Std Zilla Parishad, Pune). - . recognized by - 07 Km
- (i) APS at NDA and Pune city

11. **Tiny Tots School.** The Complex has a School for Children up to UKG.

12. **School Transport.**

Transport facilities from the campus to some of the schools are available on payment as per existing rules.

13. **School Transfer Document.**

While obtaining TC of the children, you are requested to get endorsement of district Education Officer so as to enable you to seek admission of your child/children to the new school. This is a requirement of Zilla Parishad, Pune.

The Vice Chancellor
[for Students Adm Section]
DIAT (DU), Girinagar,
Pune . 411 025

ARRIVAL DETAILS

1. Course : _____

2. Number, Rank/ Designation : _____

3. Name : _____

4. Unit/Ship Estt/Lab & Address: _____

5. (a) Marital Status : Married / Single

(b) Requirement of Accn. : Married / Single

(c) Details of family : Self, Wife & Children _____

members accompanying

Dependants _____

6. Mode of Travel : _____

7. Expected Date & Time of : _____
Arrival at Pune

(indicate Train No.) _____

8. Whether transport required : Yes / No

Station :

Date :

Signature of the Officer

Card No. _____

Appendix 'B'

DIAT Joining Instructions

(Refers to Para 21 of Section II)

The Student Admin, **Through HoD of the Dept concerned**

DIAT

Pune . 411 025

DETAILS OF FORM 'D' AND WARRANTS

1. No. _____ Rank _____ Name _____

Unit _____ has been issued Form ~~D~~ Warrants for the Year _____ as per details given in succeeding paras.

2. **Form 'D'**

- (a) For whom _____ From _____ To _____
- (b) For whom _____ From _____ To _____
- (c) For whom _____ From _____ To _____
- (d) For whom _____ From _____ To _____
- (e) For whom _____ From _____ To _____
- (f) For whom _____ From _____ To _____
- (g) For whom _____ From _____ To _____

3. Free Railway Warrants 9IAFT-1707 & 1752)

(a) Under TR _____ for whom _____
from _____ to _____

(b) Under TR _____ for whom _____

from _____ to _____

(c) Under TR _____ for whom _____

from _____ to _____

Station :

Date :

Signature of the Officer

COUNTERSIGNED

Station :

Date :

Signature of the OC Unit

The Vice Chancellor

OIC, Student Administration

DIAT (DU), Girinagar,

Pune . 411 0

Appendix C

DIAT Joining Instructions

(Refer to Para 3 of Section III)

APPLICATION FOR ACCOMMODATION

1. Course : _____

2. Name : _____

3. Number : _____

4. Rank and Date : Rank _____ Subs _____

Rank _____ Actg _____

Designation
5. Regt/Corps/Branch/Orgn / Lab. : _____

6. Date of Commission/ : _____
Entry in Service in Services /
Joining Date with name of Lab
7. Date of Seniority : _____

8. Pay Account No. : _____

9. CDA concerned :
10. Marital Status : Married / Single
11. Date of Marriage : _____
12. Requirement of Married : _____
Accommodation
13. Details of family members : Relation _____ Age _____
Accompanying
Relation _____ Age _____
Relation _____ Age _____
Relation _____ Age _____

õ .. 2/-

- 2 -

14. Whether entitled to claim field/Afloat : Yes / No
seniority or NA seniority, If yes, attach :-

(a) NA Certificate vide Appendix 'B'

of SAO 10/S/86 to claim seniority or NA
seniority.

(b) Certificate from Fmn HQ to claim
Field/Afloat seniority.

15. Address to which confirmation : _____
of availability or otherwise of _____
married accn is to be intimated _____

Station :

Date :

Signature of the Scientist / Officer

COUNTERSIGNED

Certified that the particulars given by the officer above are correct as per our records.

Station :

Date :

Signature of the OC, UNIT /

Signature of EWO of the DRDO Lab

Appendix 'D'

DIAT Joining Instructions

(Refer to Para 7 of Section IV)

The Mess Secretary
OfficersqMess,MILIT
Pune . 411 025

MESSING REQUIREMENTS

1. I shall be accompanied by :-

- (a) Self : One
- (b) Adults (Wife & dependent members) : _____
- (c) Children above 10 years of age : _____
- (d) Children between 3 and 10 years of age : _____

2. I shall require food from the Officers' Mess for myself and the above members of my family as follows :-

<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner Milk</u>	<u>Remarks</u>
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- Note :**
1. Please state the number of Veg/Non Veg.
 2. Please state quantity of milk required, in litres.

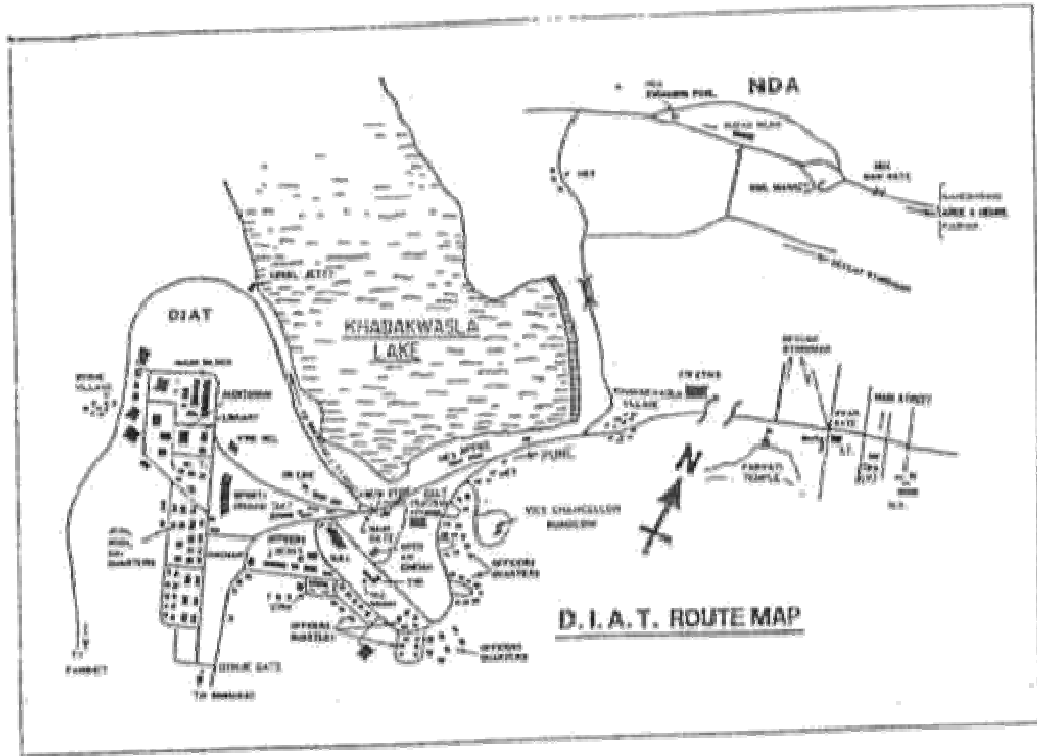
Station :

Signature _____

Date :

Rank & Name _____

Course _____



13