

B/47063/AG/POLICY/CW-5

12 Oct 2010

(Record Office concerned)

QUEEN MARY'S TECHNICAL INSTITUTE (QMTI) PUNE
RULING FOR FORWARDING OF APPLICATION

1 It is observed that the applications for QMTI course in respect of the casualties who are still in service are being submitted to IHQ of MoD (Army) directly by the units/hospitals thus the Record Office is not kept in picture. In future following laid down procedure will be followed:-

(a) In case the individual is serving in the unit, the application will be recommended by the CO/OC unit and forwarded to the Record Offices together with the following documents :-

(i) Application as per specimen given at Appendix 'A'.

(ii) A certificate rendered by the CO/OC unit stating that the expenditure incurred for the course of the individual will be paid to QMTI by the unit. Format attached as Appendix B.



(b) If the individual is in Military Hospital or any other establishment, the individual's application will be forwarded to his parent unit for the recommendation of his CO/OC unit and necessary action as laid down in para 1 (a) above.

(c) Application duly completed along with medical certificate duly recommended by OC/CO unit should reach Integrated HQ of MoD (Army) (CW-5) latest by 30 Jun every year in duplicate. Training will commence from 01 Aug every year and completed on 31 July. Applications received incomplete/late will not be considered by this Headquarters. Application will be processed at AG's Br, CW-5 vide Govt of India, MoD, Dte Gen Resettlement letter No 1568/QMTI/DGR/RES-8 dt 05 Aug 10

(d) All serving personnel applying for the courses will complete their annual leave before joining the course. Indls attending any course at QMTI will not be granted leave more than 10 days in each calendar year

2 Application in respect of non effective individual's will be submitted by the Zilla Sainik Board directly to Directorate General Resettlement, Ministry of Defence, West Block IV, RK Puram, New Delhi-66.

3. Details of courses conducted, eligibility conditions, duration of the courses and fee structure at QMTI are at Appendix 'C'.


(Onkar Sharma)
Lt Col
Jt Dir, CW-5
for Adjutant General


Encls : As above

Copy to :-

Directorate General Resettlement
RES-8 Ministry of Defence
West Block-IV, RK Puram
New Delhi-66

- for info with ref to your letter No 1568/QMTI/DGR/Res-8 dated 05 Aug 2010.