TRAINING INSTRUCTIONS

General

1. On behalf of the Commandant and all ranks of CME, we extend a warm welcome to you for attending course at the College. CME is located in the city of Pune (State of Maharashtra).

2. CME is a premier Category ‘A’ establishment responsible for imparting training to Military and Civil Officers and subordinates.

3. The establishment has various Faculties / Wings that are responsible for training and administrative aspects. A brief on CME and its Faculties / Wings is at Appendix A.

Conduct of Course

4. **Aim.** To conduct the mandatory refresher course.

5. **Scope.** Scope will involve refreshing the knowledge of selected MES Civilian Officers on administrative legal matter pertaining to MES organisation.

6. **QR.** MES Civ Offr in the rk of AO I. Details of documents to be carried are at Appendices B to E.

7. **Detailed Syllabus / Duration.** Detailed syllabus and duration of the course is at Appendix F.

8. **Method of Instruction.** The instructions will be imparted in the f wg manner :-
   (a) Lectures and Presentations
   (b) Discussions
   (c) All Officers will be required to give a Power Point Presentation on a relevant topic in their area of specialization. Duration of presentation will be min 15 minutes. The Officers are required to carry / arrange Laptop for Power Point Presentation.

9. **Study Material.** The Officers are required to carry out preparation on the course as per the details given below :-
   (a) **Recommended Books to be Carried.** Details are at Appendix G.
   (b) **Recommended Readings.** Details are at Appendix H.

10. **Working Hours.** On working days, classes are conducted from 0815hr to 1400hr. The timings for various course activities, however, may extend to evening hours. Officers will maintain punctuality and will be seated in the class, five minutes prior to the commencement of the class.

11. **Physical Training.** Nil
ADM INSTR

Reception

12. You are required to intimate the date and time of your arrival by AWAN / telegram / telephone to the Course Officer, so that arrangements can be made for accommodation and transport. Telephone No of Course Officer and DS Coord is 9434310161. Considering the limited transport resources in CME, it is not practically possible to provide vehicle for each Officer on arrival. Hence transport may be grouped for arrival of Officers. Officers are advised to reach one day before the commencement of the course eg if the course commences on Monday, the Officers should reach not before Sat AN.

13. CME bus regularly leaves for Pune Railway station at 1530h and returns from Pune Railway station at 1700h for CME. This facility may be availed by the officers reaching Pune Station. ETA may be forwarded as per format at Appendix J. In case, you arrive without intimating your ETA, you may reach CME under your own arrangement. On arrival in CME, all Officers are required to report to the Reception Centre, which is in the East Wing Mess, from where you would be taken to the allotted accommodation. Tele No of the Reception Centre is 020-26025055 and the fax No is 020-27149806.

Accommodation

14. Transient Single Officers' accommodation has been done up to decent standards. You will be allotted a room on double sharing basis which is fully furnished to include curtains, bed linen and bathing accessories.

15. If you are desirous of bringing your family to CME, please forward the application on the attached form at Appendices K & L duly filled in and recommended by your IO to the Commandant, CME and an AWAN message to Adm Branch, HQ CME at an early date. Allotment of transient married accommodation is subject to availability and on seniority, depending on date of receipt of AWAN message. Please take confirmation of accommodation allotment before bringing your family to the station.

16. Officers are not permitted to make arrangement within CME Campus or Pune with friends and relatives for their stay. Only the Officers who are posted to local units in Pune or those who have a house in Pune, where their families are residing may be permitted by the Commander to stay under their own arrangements, on case to case basis. In such cases, applications duly recommended by the CI will be forwarded to the Faculty well in advance. Format for the same is at Appendix M:

Transport

17. Transport, other than for official visit and tours, is NOT provided to Officers attending courses in CME. For the first two days of the course, bus / mini bus will be provided for move from Mess to class room and back. For balance period, bus can be arranged on payment or two wheelers may be hired from the market. However, Officers can bring their own vehicle at their own expense. In the event of hiring / possessing a two wheeler, it is mandatory for the officer(s) to wear crash helmet while riding the same. The pillion rider, if any, will also be required to wear a crash helmet. It may be noted that two wheelers and four wheelers are not allowed in the College on
Helpers

19. Under no circumstance, officers will bring their helpers to the College. If brought, they will be returned to units immediately. Room bearers, Safaiwala and Dhobi services are provided by the College.

Clothing

20. Dress for classes in CME will be full sleeve shirt with tie, dark trousers & leather shoes.

Facilities Available in CME.

21. The facilities and amenities in CME are at Appendix N.

Leave

22. As a matter of policy, no leave is granted during the course.
PART I: GENERAL

History

1. In 1934, the first Indian Engineer Officers (after training at the Royal Military Academy, Woolwich) were given instructions in Military Engineering at the School of Military Engineering, Chatham. As the requirement of Engineer Officers increased during World War - II, Officers Cadet Training units were established at the three Engineer Centres at Bangalore, Roorkee and Kirkee, where cadets were given military as well as field engineering training.

2. After World War - II, it became evident that the centralised training of Officers and other ranks of the Corps was essential. Therefore, it became necessary to find a home for the School of Military Engineering. The School started functioning in Thomson College, Roorkee during November 1943. After careful consideration, to cater for its expansion, the present site at Pune was selected. By end 1947, the School of Military Engineering started moving to its new location at Pune and completed the move by mid 1948.

3. In November 1951, in view of the increased responsibilities and training facilities provided at the School, it was decided to change its name to 'College of Military Engineering', in keeping with the higher status of the Degree Engineering Courses and recognition by the Institution of Engineers (India). Work on permanent construction commenced in 1948 and most of the accommodation was completed by 1958. Rapid expansion of the College took place after 1963 to cater for the increased intake necessitated by the expansion of the Army.

4. Alma Mater of all Engineer Officers, CME is one of the Category 'A' establishment of the Army, under the Army Training Command (ARTRAC). CME has a role encompassing training, advisory, projects, research and experimentation for the Combat Engineers, Military Engineering Service, Border Roads Organisation and Survey. The training is conducted for persons of the Corps of Engineers, other Arms and Services, Navy, Air Force, Para Military Forces, the police and civilians.

PART II: VARIOUS FACULTIES / WINGS OF THE COLLEGE

5. Faculty of Combat Engineering (FCE). Newly Commissioned Officers receive their baptism here to become effective Combat Engineers. Engineer Officers at Field Coy and Engineer Regiment level also receive combat engineer training, package courses in combat engineer, Bridging, Bomb and IED disposal and strategic camouflage are conducted for all ranks of the army, navy, air force, para-military and police. This faculty advises other training establishments on tactical concepts, equipment and technique directions pertaining to military engineering.

6. Faculty of Electrical and Mechanical Engineering (FE/M). B Tech courses in Mechanical and Electrical engineering are conducted in this faculty. Signals and EME Officers also attend first part of their B-Tech course at this faculty. Package courses for Officers, PBOR and Civil (MES) engineer trades and skills are conducted here. Research and Experimentation in Electrical and Mechanical engineering also takes place. Purposes of such research and research facilities are clearly described.
8. **Faculty of Chemical, Biological, Radiological and Nuclear Protection (FCBRNP).** It is the premier CBRNP organisation of the armed forces. It conducts courses in NBC warfare for senior and junior Officers of all three services and for soldiers.

9. **Information Technology Wing (IT Wing).** It caters for the IT training in the College, various courses for officers, JCOs and soldiers. It also maintains the CME LAN and is responsible for all IT related matters in the college.

10. **Soil and Material Testing Wing.** Soil Engineering and Material Testing (SEMT) Wing is a prestigious technical organisation of the Corps which is responsible for undertaking soil investigations, airfield pavement evaluations and testing of construction materials for ascertaining their suitability for various construction projects undertaken by MES.

11. **Faculty of Construction Management.** This is the youngest faculty of the College which has come into existence in Jul 2013. The faculty provides training on Works matters to all ranks. It has Works Management Wing and Diploma Wing under its folds. Works Management Wing is responsible for running all package courses where as two years Diploma courses are conducted in Diploma Wing for subordinate staff in Electrical & Mechanical, Civil and Architecture category. Your courses will be conducted at the Works Management Wing under this faculty.

12. **Administration Wing.** This wing provides complete administrative support to the College. 'D' coy of this wing deals with documents of Military Officers and 'C' coy deals with the documents of Civilian Officers.

13. **Cadets Training Wing (CTW).** This is the most dynamic wing, a premier pre-commission training institute, which trains Gentlemen Cadets of Technical Entry Scheme (TES) to be commissioned as technical graduates into all arms and services of the Indian Army.

14. **Printing Press.** 55 Printing Section, located within the College, brings out numerous technical journals, reference books and the CME Weekly- a newsletter, which keeps you informed, broadens your horizon and provides you with some literary exposure. You can also contribute your literary compositions for publication in the Weekly.

15. **Institute for National Integration.** The Institute of National Integration (INI) was establishment in 1985 to preach commonality of religions, spirit of tolerance as well as our rich cultural heritage and thus propagate national integration with the aim of thwarting the evil designs of disruptive forces to disintegrate the cohesion and inter-faith harmony, which prevails in the Army. The Institute imparts instructions to Officers, JCOs, NCOs and Religious Teachers (RTs) on the cultural heritage of India as well as Religious and Regional Tolerance, National Integration and Behavioural Social Science. Religious Teachers are commissioned at this Institute.
## PERSONAL DETAILS OF OFFICER

1. **(a) Personal No**
   
   **(b) Rank**
   
   **(c) Name**
   
   **(d) Honours and Awards (if any)**
   
   **(e) Married / Single**

2. **Unit**

3. **Frmn**

4. **Command**

5. **Postal Address**

6. **Date of Enrolment**

7. **Ser Details**
   - **(a) Unit**
   - **(b) Staff**
   - **(c) ERE**

8. **Courses Attended**
   - **(a)**
   - **(b)**
   - **(c)**
   - **(d)**
   - **(e)**

9. **ETA Details**
   - **(a) Date:** ........................................
   - **(b)............................................
   - **(c) Train........................................ Name........................................
Appendix C
(Refer to Para 6 of Joining instructions)

CERTIFICATE OF UNDERTAKING BY THE OFFER

NOT APPLICABLE

Appendix D
(Refers to Para 6 of Joining Instructions)

MED CERTIFICATE OF PRESENT STATUS OF DISABILITY

NOT APPLICABLE

Appendix E
(Refers to Para 6 of Joining Instructions)

MED FITNESS CERTIFICATE

NOT APPLICABLE
## DETAILED SYLLABUS

**Durati**on 21 OCT 19 TO 02 NOV 19

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<tr>
<td>2</td>
<td>E-in-C’s Standing orders</td>
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<td>3</td>
<td>Classes &amp; Categories of establishment</td>
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<td>4</td>
<td>Basic service conditions with reference of CCS (conduct) Rules, salient provisions of 6th Pay Commission.</td>
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<td>Maintenance of service, Documents &amp; service Records</td>
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<tr>
<td>6</td>
<td>Leave rules</td>
<td>02</td>
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<td>7</td>
<td>Travelling rules, temp &amp; Permanent moves</td>
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<td>GP Fund, Gratuity Pension, CGEIS and CGHS</td>
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<tr>
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<td>Unions Works Committees, Welfare Committees and JCMs</td>
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### LIST OF BOOKS RECOMMENDED TO BE CARRIED

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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
<td>RTI Act.</td>
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### LIST OF BOOKS RECOMMENDED FOR READING

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Appendix J
(Refers to Para of 13 of Joining Instructions)

DETAILS OF ETA

1. Personal Details
   (a) No .................................................................
   (b) Rk & Name ........................................................
   (c) Unit ..................................................................
   (d) Whether accompanied by family or single..............
   (e) Mode of travel....................................................

2. Date and time of arr ...................................................

3. Details of Train, if applicable ....................................

4. Meals required on ....................................................

Place : ____________

Date : ____________ (Signature of Officer)
APPLICATION FOR TEMP MARRIED ACCOMODATION

1. No, Rank and Name : ________________________________
2. Unit : ________________________________
3. Paying Auth and A/C No : ________________________________
4. Date reported for Duty : ________________________________
5. Appt and Telephone No : ________________________________
6. Whether accompanied by Family or single : ________________________________
7. ETA and Mode of Travel : ________________________________
8. Arriving from Fd / Mod Fd / Peace Stn : ________________________________
9. Accn occupied at present : ________________________________
10. Details of conveyance held : ________________________________
11. Date of Birth : ________________________________
12. Date of Marriage with Pt II No : ________________________________
13. Name of Spouse : ________________________________
14. Details of Children : ________________________________
15. Details of dependents likely to stay in temp acct allotted by CME : ________________________________
16. I certified that : ________________________________
   (a) The details mentioned above are all correct and no false details are endorsed by me.
   (b) No body else apart from above mentioned individuals will be staying in the accommodation allotted to me and if any body joins me then prior clearance from concerned Faculty / Wing Cdr
   (c) Where my course of instruction is conducted will be ensured personally by me in 72 hrs in advance.
17. Remarks, if any
   (incl any addl info / reqmt) : ________________________________
Appendix L
(Ref to Para 15 of Joining Instr)

The Commandant
CME Pune-31

REQUEST FOR BRINGING FAMILY ON COURSE

Sir,

1. I, No .......... Rank ........……. Name .........................................................

............................................... Unit ......................................................... detailed

on ................................................. Course, request your permission to bring my family to CME under my own arrng.

2. May I request you to kindly allot a temp md accn from ................................ to

.................................................

Signature of Officer

Recommendation of OC
REQUEST FOR STAY UNDER OWN ARNG
(APPLICABLE ONLY FOR THE OFFICERS WHO ARE POSTED WITH LOCAL UNITS IN PUNE / THOSE WHO HAVE A HOUSE IN PUNE, WHERE THEIR FAMILIES ARE RESIDING)

Sir,

1. I, No .......... Rk ............ Name.................................................................

Unit ........................................... detailed on ..................................................

.............................................. Course, request your permission to stay under my own arng at
under mentioned address :-

...........................................................................................................................

...........................................................................................................................

...........................................................................................................................

...........................................................................................................................

...........................................................................................................................

...........................................................................................................................

...........................................................................................................................

Sign of officer

Recommendation of CO / Head of Est
FACILITIES AND AMENITIES IN THE CME CAMPUS

1. CME offers an ideal environment to all to enhance their technical and tactical brilliance and to pursue all kinds of adventure activities. Tenure in CME is professionally satisfying and socially enriching. Envious visitors quite often refer to CME as a ‘HEAVEN’ among all army establishments and we in CME find it too impolite to disagree!

2. **Officers Mess.** The majestic Headquarters Mess, Corps of Engineers is located in CME Campus whose grandeur adds to the magnificence of the college. The mess has a seating capacity of 450 guests. The Corps of Engineers’ get-together is held annually on Engineers Corps Day, November 18th. Also, this mess hosts numerous guest nights with all the opulence attached with the Army – military band, pipers and all. It offers a classy bar, ample billiards and snooker tables, exquisite ladies room, anterooms and sprawling lawns, which are the envy of even five star establishments.

3. **The Officers Mess Library.** Contains nearly 5000 books for general reading besides periodicals and newspapers. All Officers posted in CME will automatically become members of this library.

4. **Officers Institute (OI).** A favourite rendezvous for socialising by the CME. It has a well stocked bar and an elegantly laid out cafeteria for snacks and other delicacies with casual dress rules, great food at extremely reasonable prices and various events organised. The Children’s Library at Officers Institute is well stocked with a wide variety of children books on all subjects.

5. **The East Wing Mess.** This institution is located next to the reception centre. Informal functions are held here. It has a well stocked bar too.

6. **Harkirat Singh Open Air Theatre.** Named after a legendary Sapper, Major General Harkirat Singh, this open-air theatre is the favourite spot for all movie lovers in CME. You will rarely need to venture out for a movie. The theatre screens two films in a week. English movies are screened on Wed. Newly released Hindi movie is shown on Friday. The open air theatre is also equipped with a 5.1 channel surround sound system for a theatre effect.

7. **Religious Institutes.** All religious institutions exist here, with learned and broadminded religious teachers to help you unite with God. They provide solace during troubled times, peace of mind and an opportunity to learn about different faiths.

8. **Reception Centre.** The heart of the CME, the reception centre is abuzz with activity round the clock as the staff available here guides and provides all information to the visitors coming to the college. It caters to tea, coffee, soft drinks, internet, fax and STD facilities besides offering newspapers and latest magazines. Reception of all courses is organised here.

9. **Nursery.** It provides all common and rare plants, including indoor and outdoor plants.

10. **CSD Canteen.** A renovated, large and extremely well stocked CSD canteen is located near the reception centre.

11. **Banks and ATMs.** Punjab National Bank is located in the shopping complex.
14. **Two Indoor Badminton Courts.** Total delight for the shuttlers of all ages.

15. **Tennis Courts.** The college has two synthetic, state of the art courts, for professional players and clay courts for novices. A wall with cemented ground caters to beginners for practicing.

16. **Basketball Courts.** Synthetic basketball courts with flood lights will enable you to play even during the late evenings.

17. **Fitness Plaza.** A beautiful obstacle course with cushy grass tracks and you would love to come back every day. Just adjacent is a Relaxation Hall and a modern Indoor air-rifle range, where you can try your hand at marksmanship.

18. **Sailing Club.** Probably CME is the only place you can sail for recreation or competition, not to mention the lovely sight of the lake.

19. **Rowing Channel.** A world class Olympic standard rowing channel spread across breadth of CME is being constructed to organize rowing championships of International Standard. In addition, it also provides our rowers to practice in International Standard rowing channel.

20. **Lakes.** Three fresh water lakes have been created in the CME campus under the Wetland Development Project. These along with plantations and landscaping around have improved the flora, fauna and climate of the campus. Aquaculture and ornithology are also pursued here. These lakes are the favourite visiting sites of not only all visitors but migratory birds as well. One can see turtles, snakes, rabbits, peacocks and also squirrels. While CME itself can be treated as one huge jogging or walking plaza, there is a dedicated walking plaza around these lakes, out of bound for traffic, letting you move unhindered in the lap of nature.