JOINING INSTRUCTION FOR OC - 10 (JE - AE) (24 SEP 2018 TO 20 OCT 2018)
AT COLLEGE OF MILITARY ENGINEERING (CME), PUNE

TRAINING INSTRUCTIONS

Gen.
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 Officers and JCOs / OR of Indian Army, selected personnel from CPO, PMF, Civil agencies and Friendly Foreign Countries.

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 Appx A.

Conduct of Course

4. **Aim.** To train Civilian Officers of MES (B/R and E/M cadres) in works procedure and management in MES.

5. **Scope.** The Officers shall be trained in E1 to E8 matters including Scales of Accn 2009 and DWP 2007. The training shall be aided by various visits and guest lectures by eminent speakers.

6. **QR.** All newly promoted AEs in MES. Details of documents to be carried are at Appx B.

7. **Block Syllabus / Duration.** Block syllabus and duration of the course is at Appx C.

8. **Method of Instruction.** The instructions are imparted in the following manner :-
   
   (a) Lectures and Presentations.
   (b) Discussions.
   (c) Projects.
   (d) Site Visits.

9. **Study Material.** The Student Officers are required to carry out preparation on the course as per the details given below :-
   
   (a) **Recommended Readings.** Details are at Appx D.

10. **Working Hours.** On working days, classes are conducted from 0815hr to 1400hr and on Tuesdays classes will extend further in the AN from 1530hr to 1700hr. Students will maintain punctuality and will be seated in the class five min prior to the commencement of the class.

11. **Physical Training.** In order to improve efficiency of Officers for better productivity and better users satisfaction while working in executive appointment, physical fitness is mandatory. To ensure this, it is of paramount importance to have proper health regimen. Accordingly, Officers are requested to plan their health regimen in the morning and evening.
ADMINISTRATIVE INSTRUCTIONS

Reception.

12. You are required to intimate the date and time of your arrival by AWAN / telegram to the Course Officer so that necessary arrangements can be made for accommodation and transport. Tele No of Course Offr is 7507919228 and DS Coord is 5076 / 8888116253. Considering the limited transport resources in CME, it is not practically possible to provide vehicle for each Officer on arrival. Hence, transport will generally be grouped for arrival of Student Officers. Officers are advised to reach one day before the commencement of the course e.g. if the course commences on Mon, the Officers should reach not before Sat AN.

13. CME bus regularly leaves for Pune Railway station at 1530 hours and returns from Pune Railway station at 1700 hours for CME. This facility may be availed by the Officers reaching Pune Station. ETA may be forwarded as per format at Appx E. 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 Officer's accommodation has been done up to excellent standards. You will be allotted a room which is fully furnished to including curtains, bed linen, and bathing accessories. Single rooms also have a tea kettle, an electric iron with a board, a TV and a refrigerator. Transient married accommodations are also similarly furnished, but in addition have a full set of cooking and serving utensils, cooking gas stove with cylinder, crockery and cutlery. For Junior Engineers, sufficient accn is not available within CME Campus.

15. 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 Commandant to stay under their own arrangement on case to case basis. In such cases, application duly recommended by the Commanding Officer / Head of Directorate will be forwarded to the Faculty well in advance. Format on the same is at Appx F.

16. Short courses can also hire buses for use by the course. This aspect will be covered in the Administrative brief on the first day. Offrs allotted transient married accommodation may be allotted Lieutenant Quarters where Individual transport is required. Officers may plan accordingly.

Transport.

17. Transport, other than for official visit and tours, is NOT provided to Student 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 Wednesday & Saturday when only cycles are to be used. Cycles can be hired locally.
Messing.

18. Student Officers are required to dine in the Mess. Please note that the Mess Bill is required to be paid by Net Banking/ Mobile Banking or Credit / Debit card.

Clothing.

19. Dress for classes in CME will be Full Sleeve Shirt with formal pants, leather shoes and tie on all days. Suits / Combination can be worn during winters. Pullovers / Jackets are, however, not permitted. Desirable dress code for the health regimen classes will be PT shoes / Sports shoes, track suit, half pant with white T-shirt.

Lve.

20. 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 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 (F E/M). B Tech courses in Mechanical and Electrical engineering are conducted in this faculty. Sigs 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 equipment and technique are part of the multifarious activities in this faculty.

7. Faculty of Civil Engineering (F Civ). This faculty runs B Tech engineer course in Civil Engineering for Engineer Officers. Routine and advance tests on engineering materials used in works projects are also conducted here. Research and experimentation in civil engineering equipments and techniques are also carried out.
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. ‘C’ coy of this wing deals with 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 and National Integration and Behavioural Social Science. Religious Teachers are commissioned at this Institute.
PERSONAL DETAILS OF OFFICER

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

2. Unit / Establishment : ........................................

3. Formation : ........................................

4. Command : ........................................

5. Postal Address : ........................................

6. Date of Enrolment / Seniority : ........................................

7. Serv Details Year Appt / Unit Loc
   (a) Unit
   (b) Staff
   (c) ERE

8. Courses Attended Grading Year
   (a)
   (b)
   (c)
   (d)
   (e)

9. ETA Details
   (a) Date : ........................................
   (b) ........................................
   (c) Train ........................................ Name ........................................
   (d) Railway Station : Pune / Khadki

10. Pers Veh
### BLOCK SYLLABUS

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LIST OF BOOKS RECOMMENDED FOR READING

DWP 2007
Scales of Accn
MES Regulation
Contract Manual
E-in-C’s Standing Orders
Swamy Hand Book (Latest Edition)
SSR Part I & II
BIS codes
Service etiquettes
Appx E
(Refers to Para 13 of Joining Instructions)

DETAILS OF ETA

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

2. Date and time of arrival ..................................................

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

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

Place: ____________
Date: ____________  (Signature of Officer)
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 :-
   
   
   

2. It is certified that I am / shall be staying at the above mentioned address with my family.

   
   
   

Signature of Officer

Recommendation of CO / Head of Est