IHQ OF MoD (ARMY)
E-IN-C’s BRANCH
E (TRG)

UPLOADING OF JOINING INSTRUCTIONS ON CME/MES WEBSITE FOR JOINT SERVICES STAFF OFFRS WKS ORIENTATION COURSE (JSSOWO) SER NO-49
WEF 26 NOV 2018 TO 08 DEC 2018


2. You are requested to upload the Adm & Joining Instrs for the subject course on MES Website as soon as possible.

(Amar Shinde)
Maj
GSO-2 E (Trg)

Encls: (As above)

Automation Cell

Copy to:-
CME Pune
PIN-908 797
C/o 56 APO
For info wrt your letter No cited at Para 1 above.
UPLOADING OF JOINING INSTRUCTION ON CME / MES WEBSITE FOR JOINT SERVICES STAFF OFFRS WKS ORIENTATION COURSE (JSSOWO) SER NO - 49 WEF 26 NOV 2018 TO 08 DEC 2018)

1. A copy of Joining Instructions for JSSOWO Course - 49 commencing wef 26 Nov to 08 Dec 18 is fwd herewith.

2. You are requested to upload the Joining Instrs on MES Website.

3. **E-in-C (E Trg) only.** Request confirm the uploading of the sub Joining Instructions pl.

   
   Sd/xxxxx
   (Harsh Chaudhry)
   Maj
   Offg GSO 1 (Trg)
   for Comdt

**Copy to:**

IHQ of MoD (Army)  
E-in-C's Branch (E Trg)  
PIN 908710  
C/O 56 APO

For info pl. It is requested that the detailment / nominal roll of the offrs attending the sub course may pl be fwd for necessary adm arrngs.

**NOO**

FCM  For info.
JOINING INSTR : JOINT SERVICES STAFF OFFRS WKS ORIENTATION COURSE - 49 (26 NOV 2018 TO 08 DEC 2018)

TRG INSTRS

Gen

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

2. CME is a premier Cat ‘A’ Est responsible for imparting trg to Offrs and JCOs/OR of IA, selected pers from CPO, PMF, Civ agencies and Friendly Foreign Countries.

3. The est has various Faculties/Wgs that are responsible for trg and adm aspects. A brief on CME and its Fac/Wgs is at Appx A.

Conduct of Course

4. **Aim.** To train Staff Offrs of the rank of Maj/Lt Col and their eqvt, dealing with wks at Fmn HQs, Air Force, Navy, Coast Guard and Offrs from DGOF and R&D dealing with MES wks, so as enable them to acquire better knowledge and competence in dealing with the wk services effectively and for better upkeep of Govt assets.

5. **Scope.** The Offrs shall be trained in wks matters incl Scales of Accn 2009, DWP 2007 and will be given a brief intro to MAP wks procedure. The trg shall be aided by visits and Guest Lec by various speakers.

6. **QR.** Officers from Army, Air Force, Navy, Coast Guard in appointment dealing with MES works only. Details of docu to be carried are at Appx B to E.

7. **Block Syllabus.** Block syllabus of the course is at Appx F.

8. **Method of Instr.** The instr are imparted in the fwg manner :-
   
   (a) Lec and Psns.  
   (b) Dscns.  
   (c) Central Dscn.  
   (d) Guest Lec.  
   (e) Site Visit.

9. **Study Mtrl.** The student Offrs are reqd to carry out prep on the course as per the details given below :-
   
   (a) **Recommended Books to be carried.** Details are at Appx G.  
   (b) **Recommended Readings.** Details are at Appx H.

10. **Wkg Hrs.** On wkg days, classes are conducted from 0815h to 1400h and on Tuesdays, classes will extend further in the AN from 1530h to 1700h. Students will maintain punctuality and will be seated in the cl five min prior to the commencement of the cl.

11. **Phy Trq.** Nil.
ADM INSTR

Reception.

12. You are reqd to intimate the dt and time of your arr by AWAN / telegram / telephone to the Course Offr, so that necessary arngs can be made for accn. Tele No of Course Offr is 7888039451 and DS Coord is 5076 / 9969564913. Offrs are advised to reach one day before the commencement of the course eg if the course commences on Mon, the Offrs should reach not before Sat (AN).

13. CME bus regularly leaves for Pune Rly Stn at 1530 hrs and returns from Pune Rly Stn at 1700 hrs for CME. This facility may be availed by the Offrs reaching Pune Stn. ETA may be fwd as per format at Appx J. On arr in CME, all Offrs are reqd to rep to the Rxn Centre, which is in the East Wg Mess, from where you would be taken to the allotted accn. Tele No of the Rxn Centre is 020-26025055 and the fax No is 020-27149806.

Accn.

14. Transient Single Offrs accn has been done up to excellent stds. You will be allotted a room which is fully furnished to incl curtains, bed linen and bathing accessories. Single rooms also have a tea kettle, an electric iron with bd, a TV and a refrigerator. Transient md accn are also similarly furnished, but in addn have a full set of cooking and serving utensils, cooking gas stove with cylinder, crockery and cutlery.

15. Single Offrs transient accn will be allotted to all Offrs undergoing short courses (less than six months). However, if you are desirous of bringing your family to CME, please fwd the appl on the att form at Appx K duly filled-in and recom by your IO to the Comdt, CME and an AWAN msg to Adm Branch, HQ CME at an early date. Almt of transient md accn is subject to availability and on seniority, depending on dt of receipt of AWAN msg. Please ensure almt of md accn before bringing your family to the stn. Tariff for transient accns are from Rs 740/- per day for single to Rs 920/- per day for md.

16. Offrs are not permitted to make arng within CME Campus or Pune with friends and relatives for their stay. Only the Offrs 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 Comdt to stay under their own arng on case to case basis. In such cases, appl duly recom by the CO / Head of Dte will be fwd to the faculty well in adv. Format of the same is at Appx L.

17. Short courses can also hire buses for use by the course. This aspect will be covered in the Adm brief on the first day. Offrs allotted transient md accn may be allotted Lt Qtrs where indl tpt is reqd. Offrs may plan accordingly.

Tpt.

18. Tpt, other than for official visits and tours, is NOT provided to student Offrs attending courses in CME. For the first two days of the course, bus / mini bus will be provided for mov from Mess to cl room and back. For bal pd, bus can be arranged on payment or two / four wheelers may be hired from the mkt. However, Offrs can bring their own veh at their own expense. In the event of hiring / possessing a two / four wheeler, it is mandatory for the Offr(s) to wear crash helmet while riding the same. The pillion rider, if any, will also be reqd to wear a crash helmet. It may be noted that two wheelers and four wheelers are not allowed in the College on Wed & Sat when only cycles are to be used. Cycles can be hired locally.
**Rations.**

19. Offrs who have been allotted transient md accn will be provided with a functional kitchen with reqd utensils, crockery and cutlery. Offrs on short courses will not be issued with dry / fresh rations.

**Messing.**

20. Student offrs are reqd to dine in the Offrs Mess. Please note that the Mess Bill is reqd to be paid by cheque or Credit / Debit card.

**Sahayaks and Servant.**

21. Under no circumstance, Offrs will bring their sahayaks to the College. If brought, they will be returned to units imdt. Room bearers, Safaiwala & Dhobi services are provided by the College. Offrs occupying transient md accn may also use the services of civ maids.

**Clothing.**

22. Dress for classes in CME is as under. Offrs should be in possession of these dresses:-

(a) **Service Offr.**

(i) Mon, Tue & Thu - Dress No 4 or eqvt wkg dress.
(ii) Wed & Sat - Shirt with Tie.
(iii) Fri - Combat Dress or eqvt.

(b) **Civ Offr.** Shirt with Tie on all days.

**Facilities Available in CME.**

23. The facilities and amenities in CME are at Appx M.

**Lve.**

24. As a matter of policy, no lve 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 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. ‘D’ coy of this wing deals with documents of officers.

13. **Cadets Training Wing (CTW)**. This is the youngest and 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 Behavioral Social Science. Religious Teachers are commissioned at this Institute.
PERSONAL DETAILS OF OFFR

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

2. Unit : ..................................................

3. Fmn : ..................................................

4. Comd : ..................................................

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

6. Date of Commission / Seniority : ..........................................

7. Ser No | Details | Yr | Appt | Unit
          | (a) Regt
          | (b) Staff
          | (c) ERE/Inst

8. Courses Attended | Grading | Yr
          | (a)
          | (b)
          | (c)

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

10. Pers Veh
CERTIFICATE OF UNDERTAKING BY THE OFFR

1. IC .......................... Rk .......................... Name

........................... am willing to attend JSSOWO Course Serial No 49

Unit ........................... Commencing from 26 Nov 2018 to 08 Dec 2018 at Works Mgt Wg, FCM, CME Pune

despite being a permanent LMC (SHAPE Factor) for (disability).

2. I undertake that I will neither claim liability nor any compensation either against the adm or the med auth if any aggravation in my med condition occurs due to sch course.

Place: .............................

Dt: .................................

(Sign of the Offr)

COUNTERSIGNED BY OC / CO
MED CERTIFICATE OF PRESENT STATUS OF DISABILITY

1. It is certified that IC .................. Rk ............... Name
   ........................................
   Unit ................................... is in med cat ........................................for
   the
disability ................................ and the disability at present is stabilised.

2. The last med bd in respect of the offr was held on and the next med bd is due
   on........................................

3. The offr is unfit to take part in PPT Tests.

4. A copy to Appx F to AO/1/2004/DGMS in respect of the last med bd
   proceedings is encl with this certificate.

Place :

(Dt :
(Office Seal)

(Sign of the RMO/AMC Specialist)
MED FITNESS CERTIFICATE

1. Certified that No ............ Rk ............. Name

Unit ......................... Has been detailed to attend JSSOWO Course Ser No 49

commencing at CME, Pune. Wef 26 Nov 2018 to 08 Dec 2018.

2. His present med cat is SHAPE - 1. (NOTE : OBESITY factor may please be specifically checked).

3. He is free from infectious and contagious disease.

4. The Offr has been examined by me and found FIT / UNFIT to proceed on above mentioned course.

5. It is confirmed that NO (NO) med bd proceeding concerning the Offr is awaited from higher HQ after approval / confirmation.

Stn : ________________
Offr) ...........................................

Date : ________________

(Signature of Med
<table>
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<tr>
<th>Ser No</th>
<th>Subject</th>
<th>No of Pds</th>
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<tbody>
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<td>1</td>
<td>E1 Matters.</td>
<td>03</td>
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<tr>
<td>2</td>
<td>E2 Matters.</td>
<td>24</td>
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<td>3</td>
<td>E3 Matters.</td>
<td>12</td>
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<td>4</td>
<td>E4 Matters.</td>
<td>08</td>
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<td>5</td>
<td>E5 Matters.</td>
<td>06</td>
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<td>6</td>
<td>E6 Matters.</td>
<td>08</td>
</tr>
<tr>
<td>7</td>
<td>E8 Matters.</td>
<td>02</td>
</tr>
<tr>
<td>8</td>
<td>Guest Lec.</td>
<td>06</td>
</tr>
<tr>
<td>9</td>
<td>Visits</td>
<td>05</td>
</tr>
<tr>
<td>10</td>
<td>Adm Days/ Holidays.</td>
<td>14</td>
</tr>
<tr>
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<td><strong>Total</strong></td>
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**LIST OF BOOKS RECOMMENDED TO BE CARRIED**

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<thead>
<tr>
<th>Ser No</th>
<th>Title Author</th>
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<tr>
<td>1.</td>
<td>DWP 2007</td>
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<tr>
<td>2.</td>
<td>Scales of Accn 2009</td>
</tr>
<tr>
<td>3.</td>
<td>MES Regulations</td>
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**LIST OF BOOKS RECOMMENDED FOR READING**

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<tr>
<td>5.</td>
<td>E-in-C's Standing Orders</td>
</tr>
<tr>
<td>7.</td>
<td>SSR Part I &amp; II</td>
</tr>
<tr>
<td>8.</td>
<td>BIS Codes</td>
</tr>
</tbody>
</table>
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 reqd on

Place: ______

 Dt: ______

(Signature of Offr)
REQUEST FOR BRINGING FAMILY ON COURSE

Sir,

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

Unit ........................................ detailed on JSSOWO - 48 Course, request your permission to bring my family to CME under my own arng.

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

Sign of Offr

Recommendation of OC
REQUEST FOR STAY UNDER OWN ARNG
(APPLICABLE ONLY FOR THE OFFRS 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 JSSOWO - 48 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.

   ____________________________
   Sign of Offr

   ____________________________
   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 Childrens' 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.