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College of Military Engineering
PIN 908 797
C/o 56 APO

9433/OC/ 72 /GT

28 Aug 14

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

**UPLOADING OF JOINING INSTRUCTIONS ON CME/ MES/ AWAN WEBSITE FOR
OC-04, (JE – AE) COURSE COMMENCING FROM 15 SEP 14 TO 11 OCT 14**

1. It is intimated that OC-04 (JE – AE) course sch to commence at Fac of Constr Mgt, at CME wef 15 Sep 14 to 11 Oct 14. It is requested that nominated pers may pl be intimated in adv and study mtrl and joining instrns for the course may pl be uploaded on MES web site. The soft copy of joining instrns in CD is encl.

2. For info and necessary action.

Sd/---
(Sanjay Joshi)
Lt Col
GSO 1 (Trg)
For Comdt

Encl : (as above)

Appx B
(Refer to Para 6
Joining instrs)

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 Details** Yr Appt /Unit Loc
 - (a) Regt
 - (b) Staff
 - (c) ERE/Inst
8. **Courses Attended** Grading Yr
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
9. **ETA Details**
 - (a) Date :
 - (b)
 - (c) Train Name
 - (d) Rly Stn : Pune / Khadki
10. **Pers Veh**

(Refer to Para 6
Joining instrs)

CERTIFICATE OF UNDERTAKING BY THE OFFR

1. ICRkName
Unit..... am willing to attend (Name of
Course) Serial No Commencing
Fromto at
(Name of Institution) 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

Appx D
(Refer to Para 6
Joining instrs)

MED CERTIFICATE OF PRESENT STATUS OF DISABILITY

1. It is certified that IC Rk Name
Unit..... is in med catfor 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 :

(Sign of the RMO/AMC Specialist)

Date :
(Office Seal)

Appx E
 (Refer to Para 6
 Joining instrs)

MED FITNESS CERTIFICATE

1. Certified that No Rk

Name.....Unit has been detailed to
 attend Course Ser No..... commencing at CME, Pune.
 wef.....to.....

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.

6. **The offr is medically fit to attend PPT Tests (2.4 km run).**

Stn : _____

(Signature of Med Offr)

Date _____

Appx F
(Refer to Para 7
Draft Joining instrs)

BLOCK SYLLABUS

Ser No	Subject	Instr	Week 1	Week 2	Week 3	Week 4	Total
1	E-1 Matters	SS	4	6	2		12
2	DWP /E-2 Matters/SOA /RMES/MapWk/MSP	PV	6	6	4		16
3	E-3 Matters	VBS	5	2	2		9
4	E-4 Matters/RWH	AN	2	6	10	2	20
5	E-5Matters /Energy Audit	VBS	2	4	2		8
6	E-6 Matters	CAC	6	3	-	-	9
7	E-8 Matters	NKR	2	10	5	2	19
8	Proj Mgmt	NKR	10		5	8	23
9	Guest Lecture					3	3
10	Visit to Green Bldg / F Comb/ FNBC/ CTW/Dip Wg/ ARN						
11	Lect by Const /STR Dept						-
12	Lab/Model Room/Soil / Con Lab Visits/ Core Archieve & Musium					4	4
13	Site Visit/ E/M Installation/ Furniture Yard/ Dip Wg					6	6
14	SEMT Wing			7			7
15	Test/Viva					7	7
16	Project Presentation / Submission/OTW/					2	2
	Mess&GenEtiquette					3	3
17	Holidays / Adm		7		14	7	28
	TOTAL		44	44	44	44	176

Appx G
(Refer to Para 9(a)
Joining instrs)

LIST OF BOOKS RECOMMENDED TO BE CARRIED

Ser No	Title	Author
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1. DWP 2007
2. Scales of Accn 2009
3. MES Regulations
4. Contract Manual
5. E in C's Standing Orders
6. Swamy Hand Book 2013

Appx H
(Refer to Para 9(b)
Joining instrs)

LIST OF BOOKS RECOMMENDED FOR READING

Ser No	Title	Author
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1. DWP 2007
2. Scales of Accn
3. MES Regulation
4. Contract Manual
5. E in C's Standing Orders
6. Swamy Hand Book 2013
7. SSR Part I & II
8. BIS codes
9. Service etiquettes

Appx J

(Refers to Para 11 of
Joining Instrs)

POLICY FOR CONDUCT OF PPT/BPET TEST

1. Phy fitness tests for students of all courses being run at CME will be conducted. Wt check and PPT will be conducted during the course.
2. **PPT Test**
 - (a) PPT Test will be conducted within seven days.
 - (b) Failures will be given one addl chance at the discretion of Fac / Wg Cdr. If the student fails again, he / she may be given one more chance at the discretion of Dy Comdt.
 - (c) Endorsement will be made in the course report of students failing to meet the requisite phy stds.
3. **Wt Check.**
 - (a) All rks will undergo wt screening within three days of commencement of course.
 - (b) Over wt pers will be screened during the mid of the course and at the end of the course. A letter of warning will be issued by Fac Cdr, giving him specific time limit to obtain requisite stds. A copy of the letter will be filed in his dossier (to be maint by Fac) and another copy sent to the unit of Offr (addsd to CO by appt).
 - (c) If in the next instance, the Offr is unable to meet desired stds in the allotted time, he will be marched upto Fac Cdr for a 'Face to Face' warning; to be recorded again and a copy will be sent to fmn HQ and unit of Offr.
 - (d) Endorsement will be made in the Course Report.

Appx K(Refers to Para 24 of
Joining Instrs)**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 creativities. 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 CME it 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 and 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 haunt 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. New release Hindi movie is shown on Fri. The open air theatre is also equipped with a 5.1 ch surround sound sys 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 shopping complex. Three ATMs one each from PNB, Axis (formerly UTI) Bank and HDFC are also located in the complex.



12. **Gymnasium.** A well equipped gym with qualified trainers enables you and your family to keep healthy and fit. You can also try for six pack body.

13. **Squash Courts.** Five of them, all world class, offering you the classy way to keep fit, bond or just have fun.



14. **An Indoor Badminton Court.** 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 night.

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 numerous fish and 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.



Appx L
(Refers to para of
12 of Adm instrs)

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

Appx M
(Refers to para of
14 of Adm instrs)

No

Date

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

Sign of Offr

Recommendation of OC

Appx N
(Refers to para of
15 of Adm instrs)

No

Date

The Commandant
CME Pune-31

REQUEST FOR STAY UNDER OWN ARNG
(APPLICABLE ONLY FOR THE OFFR 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 offr

Recommendation of CO/
Head of Est