

फोन नम्बर/फैक्स : 23019120

आर्मी नम्बर- 35731

48703/CEOC-19/56/E (Trg)

20 Nov 2020

एकीकृत मुख्यालय रक्षा मंत्रालय (सेना)/INTEGRATED HQ OF MoD (ARMY)  
प्रमुख अभियंता शाखा ई(प्रशिक्षण)/ENGINEER-IN-CHIEF'S BRANCH/ E (TRG)

**DRAFT JOINING INSTRUCTIONS FOR ONLINE CONDUCT OF HIGHER MANAGEMENT**  
**COURSE (CEOC-19) AT COLLEGE OF MILITARY ENGINEERING, (CME)**  
**PUNE 23 NOV 2020 TO 05 05 DEC 2020**

1. A copy of draft joining instrs recd from CME, Pune on Email (Copy att).
2. You are requested to upload the Adm & Joining instrs for the subject course on MES Website as soon as possible.



वन्दना  
(वंदना पी मेहरा)  
अनुभाग अधिकारी  
ई (प्रशिक्षण)

**Encls** : (02 x Sheets)

**Automation Cell**

**Copy to :-**

HQ CME  
PIN-908797  
C/o 56 APO

- For info wrt your letter No cited at Para 1 above.

**DRAFT JOINING INSTRUCTIONS FOR ONLINE CONDUCT OF HIGHER  
MANAGEMENT COURSE (CEOC- 19)  
AT COLLEGE OF MILITARY ENGINEERING, (CME) PUNE  
23 NOV 2020 TO 05 DEC 2020**

**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.
2. CME is a premier Category 'A' Establishment responsible for imparting training to Military and MES Officers and subordinates.

**Conduct of Course**

3. **Aim** To train Superintending Engineer (SE), who are in promotion zone of Chief Engineer (CE) to effectively function as CEs / Staff appointments in MES.
4. **Scope** The Officers shall be trained / prepared for Higher level Management to enable them to address larger issues pertaining to organization & management of work effectively & efficiently.
5. **QR** SE in the promotion Zone of CE. Personal details as per Appx 'A', shall be filled by trainee officers & submitted through e-mail.

6. **Block Syllabus / Duration** One week Construction and Personnel management Capsule at Dr MCR HRD, Hyderabad and one week guest lectures by Senior officers of MES on contemporary MES issues.

7. **Method of Instruction** The course will be conducted online through lectures and presentations.

8. **Working Hours** The course will be conducted on all working days during the period from 0900-1430 hrs. The detailed training schedule will be intimated separately through email. The trainees will maintain punctuality on all days and log in the website 10 minutes prior to the commencement of classes.

9. All trainees are expected to use their Laptop with good internet connectivity and clarity instead of mobile phones. It is also recommended to use headphone to bar the external noise during the session. To remain engaged throughout the day, the trainee officer should use appropriate bandwidth to avoid any disturbance/disconnection.

10. All trainees will receive a user ID and password to join the course for the scheduled period of trg separately. The trainee officer will receive joining link on daily basis to engage the course. The Course Offr Is Sh Rakesh Kumar Agrawal, Dir and his mobile No is 9831142414 and email ID for any clarification is [agrawalk1971@gmail.com](mailto:agrawalk1971@gmail.com).

11. The trainee officer shall prepare Case study related to MES matters (works or Pers) or they can share their experience of handling peculiar management problem, in MES. All officers are requested to submit brief of their Presentations latest by 22 Nov 20 through email. The selected trainees officer will get opportunity to give lecture in the

CEOC-19 course

**REDMI NOTE 5 PRO**  
**MIDUAL CAMERA** will form, email groups, for further communications & Correspondence, with all the trainee officers.

PERSONAL DETAILS OF OFFR

- 1. (a) MES No : .....
- (b) Post / Desg : .....
- (c) Name : .....
- 2. Unit : .....
- 3. Fmn : .....
- 4. Comd : .....
- 5. Postal Address : .....
- 6. Date of Seniority : .....
- 7. Courses Attended                      Grading                      Yr
  - (a) : .....
  - (b) : .....
  - (c) : .....
- 8. Mobile No. : .....
- 9. email id : .....

COUNTERSIGNED  
(Controlling Officer)

9



REDMI NOTE 5 PRO  
MIDUAL CAMERA

