UPLOADING OF JOINING INSTRUCTION FOR REFRESHER FOR AA-02 AT COLLEGE OF MILITARY ENGINEERING (CME), PUNE
WEF 22 OCT 2018 TO 27 OCT 2018

1. A copy of Joining Instructions Refresher for AA-I Ser No 02 course commencing wef 22 Oct to 27 Oct 18 is fwd herewith.

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

3. **E-in-C’s Branch (E Trg) only.** Request confirm the uploading of the sub Joining Instructions and request fwd the detailment of offrs for the sub course for necessary adm arngs.

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

**Copy to:**

IHQ of MoD (Army) - For info pl.
E-in-C’s Branch (E Trg)
PIN 908710
C/O 56 APO

NOO

FCM - For info.
JOINING INSTRUCTION FOR REFRESHER FOR AA-02 AT COLLEGE OF MILITARY ENGINEERING (CME), PUNE WEF 22 OCT 2018 TO 27 OCT 2018

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 acquaint young architects about MES architectural practices in order to improve their efficiency.

5. **Scope.** Knowledge enhancement about procedures, rules and regulation regarding architectural practices in MES.

6. **QR.** For offrs in the rk of Asst Arch and Dy Arch who have completed three years of service, Details of documents to be carried are at Appx B.

7. **Block Syllabus / Duration.** The duration of the course is one week. The 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 Books to be Carried.** Details are at Appx D.
    (b) **Recommended Readings.** Details are at Appx E.
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.** Nil.
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 7888039451 and DS Coord is 5076 / 9969564913. 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 F. 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 on double sharing basis 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.

15. Single Officer's transient accommodation will be allotted to all Officers undergoing short courses (less than six months). However, if you are desirous of bringing your family to CME, please forward the application on the attached form at Appx G & H duly filled in and recommended by your IO to the Commandant, CME and an AWAN / FAX message to Administrative Branch, HQ CME at an early date. Allotment of married transient accommodation is subject to availability and on seniority, depending on date of receipt of AWAN message. Please take confirmation of married accommodation allotment before bringing your family to the station. Accommodation charges for single accommodation is Rs 740/- and married accommodation is Rs 920/-. Rates are subject to changes.

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 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 J.

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 pillon 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 Officers Mess. Please note that the Mess Bill is required to be paid by cheque or Credit / Debit card.

Helpers / Servants.

19. Under no circumstance, Officers will bring their helpers / domestic servants to the College. If brought, they will be returned 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 formal pants, leather shoes and tie on all days. Desirable dress code for the health regimen classes will be PT shoes / Sports shoes, track suit, half pant with white T-shirt.

Facilities Available in CME.

21. The facilities and amenities in CME are at Appx K.

Lye.

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 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. **Ser\_Loc** | **Details** | **Year** | **Appt / Unit**
   --- | --- | --- | ---
   (a) | Unit |  | 
   (b) | Staff |  | 
   (c) | ERE |  | 

8. **Courses Attended** | **Grading** | **Year**
9. **ETA Details**

   (a) Date : ........................................ (b) ........................................

   (c) Train .......................................... Name ........................................

   (d) Railway Station : Pune / Khadki

10. **Pers Veh**
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<td>2.</td>
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<td>4.</td>
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<td>12.</td>
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LIST OF BOOKS RECOMMENDED TO BE CARRIED

1. DWP 2007
2. Scales of Accn 2009
3. E in C's Standing Orders

LIST OF BOOKS RECOMMENDED FOR READING

1. DWP 2007
2. Scales of Accn
3. MES Regulation
5. E-in-C's Standing Orders
7. SSR Part I & II
8. BIS codes
9. Service etiquettes
DETAILS OF ETA

1. Personal Details
   (a) MES
   (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)
APPLICATION FOR TEMP MARRIED ACCOMMODATION

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 accn 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 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)

Place : _________

Date : _________  (Signature of Officer)
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 .........................

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 :-

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

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
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 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 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 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 shopping complex. Two ATMs one each from PNB and SBI 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.

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

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 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.