JOINING INSTRUCTIONS FOR
SENIOR MANAGEMENT COURSE - 11 (EE TO SE)
AT COLLEGE OF MILITARY ENGINEERING (CME), PUNE
11 NOV 2019 TO 23 NOV 2019

JOINING INSTRUCTIONS

General.

1. On behalf of the Commandant and all ranks of CME, we extend a warm welcome to officers for attending this course at the College of Military Engineering (CME) which is located in the city of Pune (State of Maharashtra).

2. CME is a premier Category ‘A’ establishment responsible for imparting training to Military and Civil Officers and subordinates.

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 orient Executive Engineers of MES in the promotion zone of SE to effectively function as CWEs/Equivalent Executive/Staff appointments in MES.

5. **Scope.** The Officers shall be trained / prepared for senior level management to enable them to address larger issues pertaining to the organization and execution of works effectively.

6. **QR.** EE/EE (SG) in the promotion zone of SE.

7. **Block Syllabus / Duration.** Senior Mgt Capsule (NICMAR / Guest lectures) and In-house and NADFM Training. Duration of course is two weeks.

8. **Method of Instruction.** The course will be conducted through lectures, presentations, discussions and visits.

9. **Working Hours.** On working days, classes are conducted from 0815 hrs to 1400 hrs in CME. The timings for various course activities, however, may extend to evening hours. Students officer will maintain punctuality and will be seated in the class, five minutes prior to the commencement of the class.

ADMINISTRATIVE INSTRUCTIONS

Reception.

10. You are required to intimate the date and time of your arrival by AWAN / telegram / telephone to Shri Sachin Jaiswal, IDSE, Jt Dir, the Course Officer or DS Coord, Works Management Wing, Faculty of Construction Management, CME Pune-31. Tele No of Course Officer is 7888039451 and DS Coord is 5076 / 9969564913.
**Accommodation.**

11. Officers will stay in any suitable hotel as per their entitlement. Arrangement for hotel will be made by Officers themselves.

12. Sufficient advance should be drawn by the Officers to meet the expenditures of stay for the duration of the course.

**Clothing.**

13. Dress for classes in CME will be full sleeve, light color plain shirt with tie, dark trousers & leather shoes on all working days.

**Leave.**

14. As a matter of policy, no leave is granted during the course.