

MCE-CIV ENGG WING

Subj: **Draft Joining Instrs - OD 88 Course**

Your ION no 509/YOE-40 L/W OD-88/G-ZXH7IM dated 1 Aug 2017 ref

Draft joining instrs of OD-88 Course is fwd herewith as per Anx A to this ION for further nec action, please.

Anx A

DRAFT JOINING INSTRS

OD-88 COURSE

1. **Gen.** **OD-88 course** has been sch from **25 Sep 2017**. BE Civ Engg Deg is intended to enhance skills of sapper offr on civil engg tasks while imparting valuable knowledge on basic concepts of civil engg.
2. **Reception** Students are req to report to MCE latest by **1800 hrs** on **24 Sep 2017**. Reception office will be estb at MCE Offrs Mess from **1000 hrs to 1800 hrs** on **24 Sep 2017** and will be supervised by course offr OD-88.
3. **Docus.** Students are req to bring and deposit fol docus duly completed / filled in all respect with the clk at Acad Branch CE Wing by 1500 hrs on 26 Sep 2017:-
 - a. 2 x printed copies of Svc Particular Performa (PAFZ-2041) duly completed, entries attested and 1 x soft copy on CD.
 - b. 2 x printed copies of Personal Data Form (SVA-8101) duly completed and 1 x soft copy of CD.
 - c. Med fitness cert & Nominal roll.
 - d. Mov O & LPC
 - e. **4 x photocopies of fol edn docus:-**

Docu ID: 7BHIN0 APPROVED By **GSO-1 (Coord) Lt Col Muhammad Mazhar Iqbal** on **18 Aug 2017**

Note: Computer Generated Documents Do Not Require Signature.

2
RESTD

- (1) **Matric cert (detailed result card showing grds / mks in different subjs).**
- (2) **FSc cert (detailed result card showing grds / mks in different subjs).**
- (3) **O & A lvl Students - Equivalence cert from IBCC and result card (gen cert of edn showing grds in different subjs).**

- f. 12 x Passport size photographs.
 - g. 12 x Thumb size photographs (1"x 1")
 - h. 5 x Photocopies of CNIC duly attested.
 - i. Details of air / rly concession forms used during the current yr.
 - j. Photocopy of registration book of car/Motorcycle (if applicable).
 - k. Photocopy of renewed driving licens.
 - l. Car tn cert ctr signed by fmn comd.
4. **Dress / Eqpt.** Dress will be in accordance with ADR. All offr must be in possession of mess kit and SD, as these are frequently req at MCE.
 5. **PCs / Laptop.** It is desirable that all offr should be in possession of personal computers (PCs) or Laptop before arr at MCE for deg course.
 6. **Leave.** As per policy, leave will not be gt during the course except on extreme compassionate grs. Offrs are however, permitted to leave the sta during sch breaks of the course after obtaining proper sanction.
 7. **Accn.** Course offr will coord with Adm Adm & Sp Wing for almt of accn, DAA&QMG will allot the accn to the offr and accn almt plan will be aval at the reception office. Md offr can only bring their families after cfm of md accn from the college.
 8. **Messing.** Bachelor student's offr will dine in MCE offr's Mess. They will deposit Rs 4000/- as security with Mess Clk at the time of entering their names in the dine-in register.

9. **Regn / Driving License.** All offrs in possession of car / mot bikes must have valid driving license duly renewed. The regn of the car / motor bike in possession must be in the name of the concerned offr.

10. **Crash Helmet.** All students' offrs bringing motorcycle with them are also req to bring crash helmets. The students who wish to travel on motorcycle of their course mates / friends should also be in possession of crash helmets. No one will be allowed to ride motorcycle without crash helmet and proper safety precautions.

11. **Recreational Facilities.** Fol facilities are aval at Risalpur:-

a. **Sta Offrs Mess.** Sta Offrs Mess is equipped with fol facilities:-

- (1) Meals to incl bar-be-cue and Sunday brunch arrangements.
- (2) Squash Courts.
- (3) Snooker / Billiard Room.
- (4) Movie or Tambola on weekend nis.
- (5) Ladies Club.
- (6) Swimming Pool for ladies and children.

b. **Farhad Sports Complex**

- (1) Gym / Fitness Club.
- (2) Indoor Badminton Courts.

c. **Sports Facilities**

- (1) Hockey
- (2) Football
- (3) Basket Ball
- (4) Tennis
- (5) Volley Ball
- (6) Swimming
- (7) Cricket

12. **Corres with Student Offrs.** In lt of para 24 of pamphlet on course at Army School of Instrs (GSP-1506), corres on purely personal matters with the student offrs by units / fmns should be made dir with student offrs concerned.

13. **Coord.** Queries / coord, if any, can be asked on under mentioned tel nos:-

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|----|-----------------------------|---|------------------------|
| a. | GSO 1 (Trg) | - | 33504/33505 / Extn 108 |
| b. | DAA&QMG | - | 33508/ Extn 115 |
| c. | GSO-I Coord (Civ Engg Wing) | - | 33539/ Extn 191 |
| d. | MCE Offrs Mess | - | 36230 |

MCE-Trg Br

50120/OD-88/UG/CE-7BHIN0 dated 18 Aug 2017

ID: MCE-Civ Engg Wing