



**JOINING INSTRUCTIONS
2010**

**TRAINING SCHOOL
GREF CENTRE,
DIGHI CAMP
PUNE-411015**

Tel : 020-27150372

Fax : 020-27151231

e-mail : bro-cen@nic.in

JOINING INSTRUCTIONS

Border Roads Organisation operates and functions under adverse climatic conditions in inhospitable and isolated areas. The working and living conditions of men are full of challenges and demand mental and physical robustness of high standards. To achieve this, training should become the hallmark of Border Roads.

It is a well established fact that training of men plays a crucial role in achievement of the final aim of any organization. Training School, GREF Centre strives to inculcate training in variety of disciplines for overall improvement of the organization.

This pamphlet brings out the details of various courses conducted at the TRAINING SCHOOL GREF CENTRE, Pune every year for the members of the organization together with an outline syllabus for each course. The pamphlet also includes the Joining and Administrative Instructions for the officers and subordinates detailed for these courses. This Pamphlet is only a guideline for reference purpose and should not be quoted as an authority.

This pamphlet is not for personal issue. It will be kept in Formation/Units.

This pamphlet supersedes the joining instructions issued by GREF Centre, Pune vide their pamphlet of 1999.



Station : Pune-15
Dated : 10 Apr 2010

(A K Das)
Colonel
Commandant
GREF Centre

CONTENTS

SECTION I

1. Introduction	1
2. Aim	1

SECTION II

1. Induction training	2
2. Refresher training	2
3. Refresher training courses	3
4. Course Performance Assessment	6
5. Lecturette by Officers	7
6. Project work	7
7. Nominal roll	7
8. Documents	7
9. Selection	7

SECTION III

1. Joining Instructions	9
2. Mode of travel	9
3. Pay & Allowances	10
4. Dresses	10
5. General	12
6. Accommodation	12
7. Family Permission	13
8. Courses for Officers family	13
9. Chun Mun Pre Nursery School	13
10. Transport	13
11. Leave	14
12. Correspondence with units	14
13. Discipline	14
14. Recreation	14
15. Medical	14
16. Dispersal	14
17. Withdrawal of students	14
18. Route Map	15

SECTION – I

1. **Introduction.** The TRAINING SCHOOL at GREF Centre, Pune conducts induction training for newly recruited officers and subordinates and refresher courses for junior level officers ie AEE(Civil)/AEE(E&M) and certain categories of subordinates. Officers for the courses are detailed by HQ DGBR. Vacancies by number for the subordinate courses are allotted to Projects by the Training School based on the eligible number of untrained personnel available in the Projects. It is essential for the units and different Headquarters to be aware of the following:-

- (a) Details of course/training.
- (b) Nomination for selection of candidates and documents to be forwarded to Training School.
- (c) System of Examination.
- (d) Joining Instructions.
- (e) Administrative instructions.

2. **Aim.** To provide information on various types of Training/Courses which are conducted at the TRAINING SCHOOL, GREF CENTRE, Pune.

SECTION – II **(TRAINING)**

1. Training at Training School, GREF Centre, Pune is divided into two categories:-

- (a) Induction Training.
- (b) Refresher Training.

2. **Induction Training.** Officers/ Subordinates recruited in BRO, will be kept in the GREF Centre for a period of 15 days for Officers and 8 weeks for subordinates for the aforesaid training. After this training, Officers/ Subordinates will be posted to field units. This training is divided into two categories:-

(a) **Officers.** They will be exposed to certain military aspects viz discipline, drill, PT etc in addition to professional training relevant to the duties they are expected to perform during their service with BRO. This would comprise training on departmental procedures related to works, documentation, budgetary control, contract management etc

(b) **Subordinates.** They will be exposed to certain military aspects viz discipline, drill, PT etc in addition to professional training relevant to the duties they are expected to perform during their service with BRO. This would comprise training on machines, equipment and plant as also the departmental procedures related to works, documentation, budgetary control, contract management etc.

3. **Refresher Training.** The details of refresher courses being run/conducted at Training School, GREF Centre is as given below :-

Category	No of Courses in a year	Duration in weeks	Capacity	Remarks
<u>Officers</u>				
(a) YOs	2	18	20	
(b) AEE/AE(Civil)	1	06	20	
(c) SW [EE(C) /AEE (C)]	1	04	20	
<u>Subordinates</u>				
(f) Supdt B/R I/II	2	7	20	
(g) Supdt E/M I/II	2	4	20	
(h) Supvr SS I/II	1	6	20	
(j) UDC	2	6	20	
(k) Overseer	2	5	30	
(l) Charge Mech	3	5+4*=9	30	* 4 weeks at WBW, Pathankot
(m) SKT	3	3+2*=5	30	* 2 weeks at WBW, Pathankot
(n) LDC	3	6	30	
(o) Veh Mech	3	3+3*=6	30	* 3 weeks at WBW, Pathankot

(p) DES	2	3	30	
(q) Store Man	2	3	30	
(r) Mason	3	6	30	
(s) Electrician	2	4	30	
(s) Pre- Diploma for CME	2	8	11	

4. The syllabus for officer's course consists of main subjects of the concerned disciplines, management capsule and computer applications as given in succeeding paras.

5. The date wise programme of the above courses is finalized at the Training School on yearly basis and forwarded to all the projects immediately on receipt of Govt. / DGBR approval for conducting the courses.

REFRESHER TRAINING COURSE

6. **Young Officers (YOs) Course.** During the first two years of service the newly recruited officers of all the streams are put through Young Officers course at Training School, GREF Centre for a period of 18 weeks. During this period of 18 weeks they are exposed to working knowledge of all the streams, specialized training in their respective fields, basic knowledge of computer procedures, drill, field Engg. and Bailey Bridge construction training at CME. Break up details of 18 weeks training duration is as under-

Category	Total Duration (weeks)	Common Syllabus (weeks)	FE training at CME (weeks)	EDP (weeks)	Special Subjects at GREF Centre (weeks)	Field training at WBW (weeks)	Capacity
AEE (Civil)/ AEE (E&M)	18	5	3	4	6 (for Civil) 4 (for E &M)	2 (for E & M)	20

7. **AEE / AE (Civ) Course.** The course covers the latest trends in road construction, Quality Assurance, Tunneling in Hill roads, Bridges, Airfields, Works & Accounting Procedures, Technical Instructions, Contract Management including Arbitration and other civil engineering aspects relevant to execution of works. Other discipline subjects i.e. E &M, Adm and Stores procedure, management aspects, equipment management and introduction to computers are also covered.

8. **SW Course.** Initially ASW course was being run by CME. It has been transferred to GREF Centre. Course Serial Nos. 23 to 25 was already conducted at Training School GREF Centre during 1998-2000. After that ASW course was upgraded to SW courses. SW course mainly deals with exposure on quantity surveying, specialized works tenders such as major bridges & Execution Contract based on lumpsum contracts, item rate contracts for supply of stores and material and handling/conveyance etc.

9. **Subordinates.** The syllabus for subordinates consists of rules, regulations, works procedure, drill and main subjects of the concerned discipline are as follows:-

(a) **Supdt BR Gde I/II.** The course deals with works and accounting procedure, Technical Instructions, Method of execution of works typical to Border Roads, Modern Trends in road construction, Concrete Technology, Tunneling in Hill roads, Airfield Engineering, Contracts, Quality Assurance, Explosives, Computer applications carrying out survey by using Total Station and Design of Roads by using MX Road Max. The syllabus also includes elements of organization, adm, E&M procedure, store accounting and computer applications.

(b) **Supdt EM Gde I/II.** The course deals with E & M procedure, Maintenance and Repair of Vehicles/ Equipment/ Plants, Equipment Management, General Workshop procedure and Functions of units, Mobile Maintenance team and Guest lectures by various firms. In addition, the syllabus includes elements of works, Adm & Stores procedure and computer applications.

(c) **Supvr SS Gde I/II.** The course deals with logistics provisioning and procurement of stores, stores accounting procedure, regularization of losses, material, management, inventory and ABC analysis. In addition the syllabus includes works, E & M and Adm procedure and computer applications.

(d) **Upper Division Clerk.** The course deals with Adm and personnel matters, rules/ regulations applicable to GREF, Labour Law and labour relations, discipline and vigilance procedure including military law, accounts, IRLA, personnel documentation, publication of casualties, handling of classified documents and computer applications. The syllabus also includes works, E & M, store procedure and computer applications.

(e) **Overseer**. The course deals with methods of execution of works, essential aspects of works and accounting procedure, use of survey instruments, concrete technology, airfield engineering, road geometrics , land slides, technical instructions, explosives, quality assurance, tunneling Computer applications, Conducting the survey by using Total Station and design of roads by using MX Road Max.. The syllabus also includes E & M adm & stores procedure.

(f) **Charge Mech**. The course deals with workshop procedure, silent features of vehs/eqpt/plants, engines and their systems, inspection and maintenance, fault finding, remedical measures, special gauges and tools , mobile maintenance team and GMIs/GWIs and Guest lectures by various firms. The syllabus also includes Adm and stores procedure.

(g) **SKT**. The course deals with provisioning, procurement and accounting of stores, stock verification, survey/condemnation boards, railway claims, losses and their regularization, stacking, preservation of stores, opening/checking of consignments and introduction of inventory control. The syllabus also includes elements of Adm procedure.

(h) **Lower Division Clerk**. The course deals with Adm and personnel matters, rules/ regulations applicable to GREF, Labour Law and labour relations, discipline and vigilance procedure including military law, accounts, IRLA, personnel documentation, publication of causalities, handling of classified documents and computer applications. The syllabus also includes works, E & M, store procedure and computer applications.

(i) **Veh Mech**. The course deals with construction equipment and their functions engines and their systems, general workshop procedure, inspection maintenance and salient features of veh/plants/eqpt and Guest lectures by various firms.

(j) **DES**. The course deals with maintenance of construction eqpts, engines and their systems, introduction to various parts of engines and construction equipments, defects and their remedies and various types of tools, their use and Guest lectures by various firms.

(k) **Mason**. The course deals with modern construction techniques, Quality assurance of constructional material, staging and shuttering, layout of various structures, basic mathematics and field training (practical) and visits of civil engg work sites. The syllabus also includes general knowledge regarding Adm, E & M and stores procedure.

(l) **Storeman**. The course deals with provisioning, procurement and accounting of stores, stock verification, survey/condemnation boards, railway claims, losses and their regularization, stacking, preservation of stores, opening/checking of consignments and introduction of inventory control. The syllabus also includes elements of Adm procedure.

(m) **Electrician**. The course deals with workshop procedure, silent features of vehs/eqpt/plants, engines and their systems, inspection and maintenance, fault finding, remedial measures, special gauges and tools , mobile maintenance team, House wiring procedure, Auto mobile circuits, safety precautions various electrical appliances, different types of electrical accessories, GMIs/GWIs and Guest lectures by various firms. This syllabus also includes Adm and stores procedure.

10. **Course Performance Assessment**. Each candidate attending the course is judged for his performance through observation & tests. All students are required to appear in several written tests for different subjects during the course. The grading on the course is based on the total marks obtained for that course and awarded as under:-

Percentage	Result	Grading
80% and above	Outstanding	D
70-79%	Above Average	A
60-69%	High Average	B
46-59%	Average	C
40-45%	Below Average	E
Less than 40%	Failed	F

11. **Lecturette by Officers.** In order to judge the instructional ability, general awareness level and also their professional knowledge, every student officer is required to deliver a lecture lasting for 40 minutes during the course. Officers can select any subject other than those pertaining to syllabus being taught/covered, Student officers attending the course should come well prepared for the lecturette and bring slides, graphs/ charts/ models or any other special aid necessary for the lecturette.

12. The topics which highlight latest techniques in building and road construction, use of special machines, workshop repair techniques, personnel and material management may be selected.

13. **Project work.** Students of AEE/AE (Civ) cadre and BRI/II courses are required to prepare and submit a project report which includes carrying out recce, survey, preparation of DPR, collection of hydraulic data, preparation of works plan and budget demand based on practical project work conducted during the course. This is an important aspect of the course and as such they should come prepared.

14. A similar report is required to be submitted by young officers of E&M cadres when they undergo field unit training.

15. **Nominal Roll.** Nominal roll of students detailed to attend the course will be forwarded by the units to reach the Centre at least one month before the commencement of the course. While nominating the candidates for course, consideration should be given to their optimum utility in the interest of service.

16. **Documents.** Students will be in possession of the following documents duly updated in all respects wherever applicable.

- (a) Railway warrant for return journey (also refer para 5 & 6 of Section III).
- (b) Identity Card.
- (c) Movement Order.

17. **Selection.** The criteria for detailing an individual has been spelled out in training policy of HQ DGBR vide their letter No. 11393/DGBR/EGI of 15 Mar 94.

18. The following certificate is also required duly signed by the OC unit:-

CERTIFICATE

- (a) G/NO.....Trade.....Name.....
.....Unit.....
Project..... has been detailed to attend
the course Ser No. commencing on
(date) at the Training School GREF Centre
- (b) I certify that:-
- (i) He has not undergone the course earlier
 - (ii) He has all the qualifications laid down for the
course and his appointment is not irregular
 - (iii) He has satisfactorily completed minimum period of
one year service/probation period.

(Office seal)
Station:
Date

(Signature)
Rank
Name
Unit.....

SECTION-III
JOINING INSTRUCTIONS

1. GREF Centre is located on the suburbs of Pune. It is 10 KMs and 9 KMs away from Pune and Khadki railway stations respectively on Pune - Alandi road and near the place called '**Mahaske Basti**'. A route map is attached. It would be advisable for officers/ personnel to get down at Pune. The students may intimate his exact date and time by which they are arriving at Pune railway station so that they can avail the transport detailed by the Centre. However, the following arrangements will be available on two days period to commencement of the course normally on Saturday and Sunday.
2. A GREF Centre Vehicle/Bus will be placed at Pune railway station at time of arrival of Azad Hind Express for trainees detailed from NE region and Jheelum Express for North/Western region. It will remain at the station till the arrival of Jhelum and Goa Expresses.
3. While the officers and subordinates are here, it would be our endeavour to extend to them all possible assistance within the resources available and make their stay as comfortable as possible. There are some places of historical importance and scenic beauty in and around Pune worth visiting. It has a moderate climate. However during the period of November, December and January, the students would be comfortable with a jersey and an extra blanket.

ADMINISTRATIVE INSTRUCTIONS

4. All personnel must arrive at one working day before the date of commencement of the course.
5. Subordinates will report to Adm Wing on arrival. Those attending Charge Mech course, Veh Mech course and SKT course should bring 3 warrants having validity date as per training schedule i.e. (part) one, from unit to GREF Centre Pune, the second from Pune to Pathankot and the third from Pathankot to the unit.
6. AEEs (E&M) detailed for Young officers course may bring 3 warrants one from unit to GREF Centre Pune, the second from Pune to Pathankot and the third one for travel from Pathankot to the parent unit. For giving validity date, please refer to relevant para which indicates duration of various course capsules. AEE/AE (Civ) are required to bring only two warrants one for from parent unit to GREF Centre and other warrant from GREF Centre to their parent unit.

7. **Pay and Allowances.** No pay and allowances are paid by GREF Centre. Centre will not enter into any correspondence on behalf of the students in this regard. However, Officers nominated for YO's Courses should bring Pay Books with them for drawing their pay & allowances from GREF Centre.

8. There are branches of Union Bank of India at Vishrantwadi, State Bank of India at R&DE (ENGRS), Dighi, Bank of Baroda at Maske Bhasti are located two Kms, one Km and 500m away from GREF Centre. An ATM counter of Union Bank of India is placed in Adm Block, GREF Centre.

9. Personnel detailed to attend the course may be advised not to carry heavy cash with them. Incidents of loss of money enroute and even after reaching unit lines of GREF Centre have been reported. In such cases the individuals often approach for loan from Regimental Fund of GREF Centre. To avoid such a situation and financial hardship to course students, they may be advised to carry reasonable amount for their travel and day to day expenses during course period. The excess money if may be is carried in the form of Demand Draft drawn in favour of Commandant, GREF Centre, payable at SBI Khadki (Code. No. 1629). On arrival at GREF Centre same may be deposited in Regimental fund and receipt obtained. The individual may draw the money for mess expenses and other contingencies as and when required. Individuals may also be advised to carry debit/credit cards to avoid carrying heavy cash.

10. Since some officers shall be away from their units for longer duration, they can be paid their regular pay and allowances from the imprest of GREF Centre, as a special case. Officers desiring to draw their pay from GREF Centre should bring their pay books with them duly updated in all respects. Their entitlement and deductions should also be recorded in the movement orders by their OC. Unit.

11. **Dresses.** On all working days summer uniform will be put on. The uniform includes badges of rank, medal ribbons as authorized and formation sign (BRO) & name tab. During Monday Parade officers are required to wear peak cap. Officers are also required to bring mess dress (as specified in BRO Order No. 03/91 dated 25 Apr 91 & subsequent instructions on the subjects) All student officers will wear Tie while in Officers' Mess during dinner timing.

12. PT is also in the syllabus of young officers and therefore, they must be in possession of PT dress.

13. In case of subordinates, uniform include badges of rank, medal ribbons as authorized, formation sign (BRO), name tab & DMS boots (black) etc.

14. The details of dress during working and in the messes, to be worn by officers and subordinates are as under:-

Officers

- (a) Shirt Khaki Terri cotton.
- (b) Trouser Khaki Terri cotton .
- (c) Blue beret /pagri blue with pag red & GREF badge.
- (d) Belt leather black .
- (e) DMS boot and Civil Shoes black with black socks.
- (f) Name tab bilingual(Hindi & English).
- (g) Formation sign (BRO) .
- (h) Medal /ribbons as authorized.
- (i) Collar badges .
- (j) Line yard .
- (k) Peak Cap.
- (l) Border Roads Tie and Scarf.
- (m) Mess dress as mentioned at para 6 of Section IV.
- (n) Lounge suit during winter.
- (o) Overall combination.
- (p) Trouser combat cotton.
- (q) Pay Book in case of YO Courses Officers.

Subordinates

- (a) Shirt Khaki Terri cotton
- (b) Trouser Khaki Terri cotton
- (c) Blue beret / pagri blue with pag red and GREF badge.
- (d) Belt leather black for Supvrs & Belt web khaki belt Army Pattern for others.

- (e) DMS boot with khaki socks and Civil Shoes black with black socks.
- (f) Formation sign BRO.
- (g) Line yard.
- (h) Medal ribbons as authorized.
- (i) Name tab bilingual (Hindi & English).
- (j) Border Roads Tie and Scarf.
- (k) Jacket Mineral PC Gab.
- (l) Trouser Mineral PC Gab.
- (m) Work Site Dress (BR-1/2 & Overseer).
- (n) Mess dress for Supvrs
 - (i) Breakfast & Lunch - Working dress (except on Sunday & Holidays).
 - (ii) Breakfast, Lunch and Dinner - Shirt full sleeves, trousers, shoes black and socks (Sunday & Holidays).
- (o) Mess dress for others
 - (i) Breakfast & Lunch - Working dress (except on Sunday & Holidays).
 - (ii) Breakfast, Lunch and Dinner - Mufti (Sunday & Holidays).

12. **General:**

- (a) Mosquito nets are essential in Pune and should be in good condition. Clothing of students detailed for course must be in good condition. No Clothing can be replaced at GREF Centre even on payment.
- (b) Overall combination will be brought by Charge Mechanics, Veh Mechanics, DES and Electricians for their practical training.
- (c) High standard of turnout is expected during the stay of officers & subordinates in GREF Centre.

13. **Accommodation.** Only single accommodation will be provided at GREF Centre. Officers, Supvrs, NCOs need not to carry any bedding items as these will be provided in respective Mess at nominal charges. ORs should be advised to carry bedding items with them while reporting this location for the course.

14. **Family Permission.** On prior approval of competent authority, officers & personnel nominated for various course will be permitted to bring their family under their own arrangement. Applications of such officers /personnel will be forwarded duly recommended by OC Units.

15. **Courses for Officers Families.** The following courses will be run for Officers families. The course strength should be minimum five (05). The details of courses are given below: -

- (a) Self making.
- (b) Micro Oven cooking.
- (c) Glass Painting.
- (d) Pot Painting.
- (e) Hairstyle , Saree wrapping and Self Facial.

16. **Chun Mun Pre Nursery School:** A Pre Nursery School is also running in the campus where children upto LKG Class can continue their education if officers came with their children during course period.

17. **Transport:** The Pune Municipal Transport runs direct bus service between GREF Centre to Pune Railway Station & back and Pune Municipal Corporation to GREF Centre & back. The timings for above services are given in table 1. There is a bus service every half an hour from Maske Basti to Pune rly station or Pune Municipal Corporation. which is situated 1 k.m. away from GREF Centre on Pune Alandi Road .

S.NO	Pune Rly Station to GREF Centre	GREF Centre to Pune Rly Station	PMC to GREF Centre	GREF Centre to PMC
1	05.30	06.05	05.55	06.35
2	06.45	07.20	07.20	08.00
3	07.55	08.35	08.40	09.10
4	09.15	09.55	10.00	10.40
5	11.10	11.50	11.50	12.30
6	12.35	13.15	13.10	13.50
7	14.30	15.10	14.30	15.10
8	15.50	16.30	15.50	16.30
9	17.10	17.50	17.10	17.50
10	18.40	19.20	18.30	19.10
11	20.25	21.05	20.20	21.00
12	21.50	22.30	21.40	22.20

18. **Leave.** Normally no leave will be granted during the course by GREF Centre. Casual leave may be granted by Comdt GREF Centre on extreme compassionate grounds after ascertaining genuinely of the problem. Duration of leaves should be restricted in according with course period. As & when student is sent on leave or is absent from the course due to any reasons, his absence should not be more than 5% of total working days during the course. In case of exceeding the percentage of the absence as mentioned above, the student shall be send back to the unit.

19. **Correspondence with Units.** The Centre will not enter into any correspondence with units on behalf of officers and subordinates attending courses except on matters which directly affect the Centre. On all other matters individuals can correspond directly with their units. The Centre will not provide stationery or service lables for such correspondence.

18. **Discipline.** A high standard of discipline is expected from all students. All Office complex of the Centre & Records are “Out of Bound” for students.

20. **Recreation.** Recreational facilities exist for games such as basket ball, volley ball and badminton A well equipped library containing Technical and other books including Internet / cyber café with nominal charges is functioning in Training school premises.

21. **Medical.** Normal medical facilities as in GREF Centre units are available in the GREF Centre MI Room.

22. **Dispersal.** Course students will be allowed to leave for their units on the last day (AN) of course They will submit clearance certificate and application for detention certificate to Adjt GREF Centre and OC. Adm Wing for Officers and subordinates respectively. They will be issued the movement order and detention certificate

23. **Withdrawal of students.** Students who are found unsuitable or those who are not likely to derive any benefit from the course due to late arrival, insufficient preparations, long sickness, unsatisfactory progress , disciplinary reasons or any other grounds, will be withdrawn and returned to the parent unit. This will be intimated to HQ DGBR and HQ CE Projects concerned.

24. These instructions supersede the joining instructions issued earlier by GREF Centre in the year 1999.