



केंद्र शासित प्रदेश लद्दाख प्रशासन  
तकनीकी शिक्षा एवं  
कौशल विकास विभाग,  
सिविल सचिवालय, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH,  
TECHNICAL EDUCATION & SKILL  
DEVELOPMENT DEPARTMENT,  
CIVIL SECRETARIAT, LADAKH.

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**Subject: Guidelines for the Internal Revenue Generation (IRG) Scheme in Govt. Polytechnic College Leh/Kargil, UT Ladakh.**

Order No. **52** -TE&SD (UTL) of 2023

Dated: **23** .10.2023

In reference to the proposal submitted by the Principal Polytechnic Leh/Kargil vide letters no.GPL-130/(IRG)/2023/10 dated. 18-04-2023, no.GPL-130/(IRG)/2023/69, dated 08-06-2023, sanction is hereby accorded to the issuance of guidelines for "Internal Revenue Generation" in Govt. Polytechnic College Leh/Kargil.

**General: -**

The objective of IRG is rational utilization of available facilities of Polytechnic Colleges like equipment in Civil Engineering laboratories for development of the Institute, generation of revenue and for the benefit of faculty and students. The scheme will cover testing of materials like concrete and cement cubes, Steel, Bitumen, Soil, field testing and measurements etc. It foresees that the Polytechnic Colleges of UT Ladakh will benefit from the IRG activity in a number of ways including the following:

- i. Enrichment of the knowledge of faculty members with the use of machinery/equipments and passing that knowledge to the students and society.
- ii. Generation of additional funds that can be used to enhance the ability of the institute in the field of research and development to achieve institutional objectives.
- iii. It will utilize the specialist skills and knowledge of Polytechnic faculty and staff and will also bring benefits to the individual faculty and staff members.



**1) Conditions for employees and students to get involved in IRG project:**

Employees of the Institute can engage in the IRG activities without hampering their academic activities and other responsibilities. Subject to approval from the Head of Institute/Executive Committee for IRG project basis, the following are eligible to work in any IRG project/ Lab testing.

- 1.1) Permanent faculty member of Civil Engineering department including Lecturer and Demonstrator.
- 1.2) Guest faculty may be engaged by the Head of Institute/ Executive Committee for any lab testing project.
- 1.3) Students can work in the project under a faculty and will be remunerated duly like institute staff. Students may be involved as student Assistants for testing work on payment of Rs 50/- per hour. In such case, student honorarium must be transferred to the bank account of the student.

**2) Executive Committee:**

There shall be an Executive Committee for IRG activities constituted by the Principal of the Institute as under to monitor and implement the IRG Scheme:

a)	Principal of the Institute	Chairperson
b)	One senior faculty member of the Institute nominated by the principal	Member Secretary
c)	Head of Department, Civil Engg.	Member
d)	Technical Expert in the subject area, to be nominated by Principal of the Institute (if required)	Special Invitee

Normally, provision for involving experts from outside the Institute as Technical expert is not expected. However, if found necessary, particularly in projects involving site visits and in-situ tests, the decision should be made at the time of acceptance/ approval of the project by the Executive committee.

The Test results/reports/certificates etc. would be prepared and signed by all members of working team and HOD of Civil Engg. department and submit to the member secretary of the Executive Committee. Thereafter, the Member Secretary shall arrange for communication of such reports to the respective clients through Chairman of the Executive Committee.



**3) Pattern of Estimation of Project Cost & Pricing:**

No government fund will be utilized at any stage for the IRG. The pattern or methodology may be evaluated and reformed time to time by the Institute and will be approved by the Executive Committee by taking care of the competitive conditions and prevailing market rates as in J&K and Himachal Pradesh.

**4) Utilization of the Project cost:**

For any project, 50% of the testing charges shall be transferred to the development fund of the Institute and rest 50% shall be shared by team and individual involved with the work as Consultancy charges. The development fund share would remain at the disposal of the Principal of the Polytechnic for using towards development of the Civil Engg. department and the Institution.

In addition, the distribution of the Consultancy charges/ material testing charges among faculty members and staff would be done by the Institute as per the following rates:

a) Team involved in the work (Faculty & support staff of lab)	60%
b) Chairman of the Executive Committee/ Principal	15%
c) HOD of Civil Engg. Department	15%
d) Cashier & Accountant	10%

In absence of HOD (Civil Engineering) at Polytechnic, the 15% testing charges proposed for HoD shall be transferred to the IDF Polytechnic Leh/Kargil.

The laboratory staff would act as supporting staff. The distribution of testing charges between faculty members and supporting staff (if engaged) would be in the ration of 5:1.

**5) Result of Test:**

5.1) The result of all work done by the team shall be incorporated in written reports and shall remain the property of the client.

5.2) Polytechnic reserves the right to use such results in activities outside the scope of the project.

5.3) All reports will be sent to the client in duplicate.

5.4) Polytechnic has the right to retain a copy of all the results.



**6) Facilities to create IRG friendly environment:**

For collection of samples or in-situ tests only permanent and experienced staff shall proceed out of Institution. Guest faculty and students shall be involved in lab test only. The permanent faculty and permanent staff members proceeding out of Institution with the permission of Principal, will be treated on duty. However, it must not hamper the academic activities/ services to be given to the students or to the Institution.

6.1) Travel: The travel, boarding and lodging expenses will be paid to the permanent faculty/ staff as admissible to them under rules applicable to the Administration of UT of Ladakh. All the expenses will be met out of the concerned IRG project.

6.2) Pocket expenses for field work: This facility is extended to the permanent faculty and other permanent staff proceeding on fieldwork which comprises of collection of samples, field data from natural environment, performance of test in the field etc. It will be payable for the actual period of work at the work place and will be charged from the client. The rates of pocket expenses will be as under:

- i) Faculty @ Rs 500.00 per day
- ii) Staff @ Rs 300 per day

6.3) If an expert from outside the Institute is required as "Technical Expert" in any project, he/she will also get the same share as mentioned for faculty and will be provided boarding/lodging and transportation charges out of the concerned IRG project similar to the faculty as mentioned in Clause 6.1 and 6.2 above.

**7) Documents to be maintained:**

Following documents will be maintained by the Executive committee- IRG and shall be produced as and when required/ sought by the Technical Education & Skill Development Department/any authority of Administration of UT Ladakh:

- a. Stock register: Register for recording hire/ purchase of all kinds and utilization of the items with date.
- b. Correspondence file: For all correspondence with the clients.
- c. Inspection/site visit register: To record any site visit by the faculty and staff. It will also record details of all expenditures incurred on travel.



- d. A separate cash book / bank account /accounting shall be maintained in the Institute for the IRG scheme.

### 8) Material Testing Charges:

8.1) The approved rates for testing of materials in Civil Engineering Labs of Polytechnics of UT Ladakh are as under which may be revised from time to time by the Technical Education and Skill Development Department on the recommendation of the Executive Committee: -

S.No	Materials/ Name of Test	Rates in Rupees	Minimum quantity of sample required
1	<b>Concrete Testing</b>		
a)	Compressive strength Test (Cube)	1200.00	3 Nos. of cubes per sample
2	<b>Steel Testing</b>		
a)	Tensile Test of steel for bars upto 16mm dia	2500.00	3 No. of bars each 1m long
b)	Tensile Test of steel for bars upto 16mm dia	2800.00	3 No. of bars each 1m long
3	<b>Concrete Block testing</b>		
a)	Water Absorption test, Compressive strength test	4000.00	15 Nos.
4	<b>Brick testing</b>		
a)	Water Absorption test, Compressive strength test	4000.00	15 Nos.
5	<b>Test for Bitumen/ Asphalt</b>		
a)	Sieve Analysis/ Gradation	1800.00	15 kgs
b)	Marshalls Stability & Flow	1200.00	10 Kgs
c)	Stripping Value of Road aggregates	1400.00	10 Kgs
d)	Penetration/ Grade of bitumen	1200.00	10 kgs
e)	Flash point/ Fire point	1200.00	10 Kgs
6	<b>Water Testing</b>		
a)	PH value, TDS, Chloride & Conductivity Values	2000.00	1 Litre
7	<b>Coarse Aggregate/ Metal Testing</b>		
a)	Flakiness Index, Elongation Index	1400.00	40 Kgs
b)	Abrasion Value	2000.00	15 Kgs
c)	Impact Value	1000.00	10 Kgs
8	<b>Cement Testing</b>		
a)	Standard consistency, Fineness, Initial & Final Setting, Specific gravity	4500.00	10 gs
9	<b>Soil Testing</b>		
a)	Liquid limit, Plasticity Index etc.	2000.00	50 Kgs
b)	File Density( Sand replacement method)	2000.00	Filed Test

  
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c)	Grain Size Analysis	1300.00	25 Kgs
d)	CBR Test	11000.00	30 kgs

**8.2) NOTE:**

8.2.1) All the rates mentioned above are excluding GST. GST will be charged separately as applicable at the time of payment.

8.2.2) Sample without any defect shall be carefully brought and unloaded at Lab by the client.

8.2.3) The samples sent for testing shall bear identification marks in accordance with provisions prescribed in relevant Indian Standards.

8.2.4) In-adequate quantity of sample will not be accepted irrespective of payment of full testing fees and the amount paid will be forfeited.

*This issues with the concurrence of the Finance Department, Ladakh conveyed in e-file no. M/717/2023-SD&TE SECTION, dated: - 18/10/2023.*

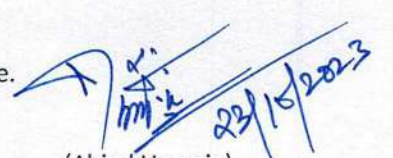
**By order of the Lieutenant Governor Ladakh.**

Sd/-  
(Padma Angmo)  
Commissioner/ Secretary  
Technical Education &  
Skill Development Deptt  
Dated: 23.10.2023

No.M/717/2023-TE&SD Section/1727-1734

Copy to the :-

1. Administrative Secretary Finance Department, Ladakh.
2. Administrative Secretary General Administration Department Ladakh.
3. Administrative Secretary PWD Department Ladakh.
4. Principal Govt. Polytechnic college, Leh/Kargil.
5. In-Charge website, UT Ladakh for uploading the order on the UT website.
6. Order file.

  
(Abied Hussain)  
OSD with Commissioner/Secretary  
Technical Education and  
Skill Development Department.