OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NEW DELHI DISTRICT, PATIALA HOUSE COURTS, NEW DELHI

No. 17379-17465 /Acctts/PB/2026 Dated: 06/07/26

Sub:- Incentive for utilization of Common Mobility Card for Public Transport by Government Employees of GNCTD.

As directed by the Competent Authority, the copy of Office Memorandum No.F.20/01/2026/FD/PD/COAF/8-13 dated 09.06.2026 issued by Finance Department: Policy Division, Govt. of NCT of Delhi regarding introduction of incentive scheme for the employees of GNCTD utilizing Metro/Public Transport services for commuting purposes forwarded for information to:

1. PS to the Ld. Principal District & Sessions Judge, New Delhi District, PHC, New Delhi.
2. All the Judicial Officers, New Delhi District, PHC, New Delhi including the courts working on the strength of New Delhi District at Rouse Avenue Courts, New Delhi with the request that information may kindly be brought to the notice of the staff under their control.
3. Administrative Officer (Judicial)/Branch In-charges at New Delhi District, PHC, New Delhi with the request that information may kindly be brought to the notice of the staff under their control.
4. The Chairman, Website Committee, Patiala House Courts, New Delhi with the request to upload the same on the Website of Delhi District Courts as per rule.
5. The Dealing Official for uploading the same on Centralized Website through LAYERS as per rule.

(DR. PANKAJ SHARMA)
Head of Office
District Judge-02,Wakf Tribunal,
New Delhi District, PHC,
New Delhi

File No. F.20/01/2026/FD/PD/CoAF/8-13
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT : POLICY DIVISION
(CD No. 012824510)

4th Level, Delhi Secretariat,
IP Estate, New Delhi – 110002.

Dated: 09/06/2026

Office Memorandum

Sub:- Incentive for utilization of Common Mobility Card for Public Transport by Government Employees of GNCTD.

In view of considering the need for prudent utilization of fuel resources arising due to ongoing situation and further, in continuation of the Government's efforts towards conservation of fuel, reduction in pollution, and promotion of public transport, the Competent Authority has decided to introduce an incentive scheme for the employees of GNCTD utilizing Metro/Public Transport services for commuting purposes.

2. The main features of the scheme are as under:-

i. Scheme shall come into effect from the date of issue of this Office Memorandum.
ii. Scheme is optional for all employees of GNCTD.
iii. Officers/officials may inform their Head of Department, if they are not willing to opt this scheme and, in this case, they will be entitled for their usual Transport Allowance, without any incentive.
iv. If an employee utilizes at least 25% of their monthly Transport Allowance, excluding Dearness Allowance (DA), towards the purchase/recharge of a valid Common Mobility Card of DTC, the employee shall be eligible for an incentive @ 10% of admissible Transport Allowance (excluding DA).
v. All officers/officials, with their consent, will be provided Common Mobility Card issued by DTC in a manner as prescribed by the Finance Department in consultation with DTC.
vi. The Common Mobility Card of the consenting officers/officials will be re-charged each month with an amount equal to 25% of their admissible TA, excluding DA. Remaining 75% of TA along with 10% additional amount (excluding DA) as incentive will be provided with the salary as usual. Admissible DA on 100% of TA will also be provided with the salary as usual. Disbursal of TA in this manner will be continued till the scheme is in place.

Contd..2

vii. The scheme shall be implemented for a period of six months initially and further be extended after review of the scheme.

viii. The employees of Autonomous Bodies, local Bodies, Academies, Boards, Corporations, Societies and Grantee Institutions functioning under the administrative control of the Government of NCT of Delhi, may also avail the benefit of this scheme, as per applicability and Rules thereof.

3. The purpose of this initiative is to encourage greater use of public transport, reduce dependence on private vehicles, conserve fuel and contribute towards environmental sustainability.

4. The expenditure on additional increase of 10% in the admissible Transport Allowance (excluding DA) shall be debitable to the concerned Head of Account of Departments.

5. A detailed guidelines for the implementation of this scheme will be issued by the Finance Department in consultation with DTC, NIC and other stakeholders.

This issues with the prior approval of the Competent Authority.

(Narender Tyagi)
Controller of Accounts (FD)

To

All Addl. Chief Secretaries/ Pr. Secretaries/ Secretaries/Head of Departments/ Autonomous Bodies/Boards/ Corporations under Govt. of NCT of Delhi.

Copy to :-

1. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
2. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi.
3. Secretaries to All Hon'ble Ministers, Govt. of NCT of Delhi.
4. S.O. to Chief Secretary, Govt. of NCT of Delhi.
5. Assistant Director (IT), Finance Department with the request to upload this O.M. on the website of Finance Department.

File No. F.20/01/2026/FD/PD/834–842
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT : POLICY DIVISION
(CD No. 012824510)

4th Level, Delhi Secretariat,
I.P. Estate, New Delhi -110002

Dated: 10/06/2026

Office Memorandum

Sub:- Incentive for utilization of Common Mobility Card for Public Transport by Government Empolyees of GNCTD-Guidelnes-reg.

Attention is invited to the Office Memorandum of even number dated 09/06/2026 on the subject noted above. In order to materilize the above scheme and further facilitate the stakeholders, guidelnes are also attached on the subject which are to be taken into account and read with the above said Office Memorandum.

Encl: as above

10/6/26
(Narender Tyagi)
Controller of Acconts(FD)

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments/ Autonomous Bodies/Boards/Corporations under Govt. of NCT of Delhi.

Copy to:-

1. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
2. Secretary to Hon'ble Chief Minister. Govt. of NCT of Delhi.
3. Secretaries to all Hon'ble Ministers, Govt. of NCT of Delhi.
4. Commissioner, Transport Department, Govt. of NCT of Delhi.
5. Managing Director, Delhi Transport Corporation, Govt. of NCT of Delhi.
6. Chief Controller of Accounts, Principal Accounts Office, Govt. of NCT of Delhi.
7. SIO, Delhi State Unit (NIC), Delhi Secretariat.
8. S.O. to Chief Secretary, Govt. of NCT of Delhi.

Guidelines

Incentive for utilization of Common Mobility Card for Public Transport by Government Employees of GNCTD

1. INTRODUCTION

1.1 In pursuance of the Government's efforts towards conservation of fuel, reduction in pollution, and promotion of public transport, it has been decided to introduce an incentive scheme for the employees of GNCTD for utilizing Metro/ Public transport services for commuting purposes.

1.2 The use of public transportation system, particularly Metro services, Bus services and other Integrated Urban Mobility Systems, constitutes an efficient and sustainable mode of transportation for daily commuting within Delhi. To increase the adoption of public transport by employees of Departments of Government of NCT of Delhi can contribute significantly towards saving fuel, reduction of vehicular congestion and promotion of environmentally sustainable mobility practices.

2. SCHEME

2.1 If an employee of GNCTD utilizes at least 25% of their monthly Transport Allowance (TA), excluding Dearness Allowance (DA), towards the purchase/recharge of a valid Common Mobility Card of Delhi Transport Corporation (DTC) for official commuting purposes, the employee shall be eligible for an incentive @ 10% of admissible Transport Allowance (excluding DA).

2.2 The Terms of Reference of the scheme are as under

(i) Scheme is optional for all employees of GNCTD.

(ii) Officer/ Officials may inform their Head of Department, if they are not willing to opt this scheme and, in this case, they will be entitled for their usual Transport Allowance, without any incentive.

(iii) If an employee utilizes at least 25% of their monthly Transport Allowance, excluding Dearness Allowance (DA), towards the purchase/ recharge of a valid Common Mobility Card of Delhi Transport Corporation (DTC), the employee shall be eligible for an incentive @ 10% of admissible Transport Allowance (excluding DA).

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(iv) *All Officers/ Officials, with their consent, will be provided Common Mobility Card issued by DTC in a manner as prescribed by the Finance Department in consultation with DTC.*

(v) *The Common Mobility Card of the consenting officers/ officials will be re-charged each month with an amount equal to 25% of their admissible TA, excluding DA. Remaining 75% of TA along with 10% additional amount (excluding DA) as incentive will be provided with the salary as usual. Admissible DA on 100 % of TA will also be provided with the salary as usual. Disbursal of TA in this manner will be continued till the scheme is in place.*

(vi) *The scheme shall be implemented for a period of six months initially and further be extended after review of the scheme.*

(vii) *The employees of Autonomous Bodies, Local Bodies, Academies, Boards, Corporations, Societies, and Grantee Institutions functioning under the administrative control of the Government of NCT of Delhi, may also avail the benefit of this scheme, as per applicability and Rules thereof.*

2.3 In para, 2.2 (iii), utilization of 25% of monthly Transport Allowance, refers to the recharge of the Common Mobility Card issued to the employees concerned.

3. IMPLEMENTATION MECHANISM

3.1 Departments/ Autonomous Bodies/ Corporations/ Grantee Institutions, etc.

a. HoDs shall publicize the scheme among the Government Servants and facilitate for organization of camps with support of DTC, for issue of Common Mobility Card to the Government Servants in mission mode.

b. While preparing the salary Bills, DDOs to ensure that the Government Servants who have participated in this scheme are provided scheme benefits.

c. Autonomous Bodies/ Corporations/ Grantee Institutions will take necessary action as soon as issue of these Guidelines to ensure that scheme is being availed by their employees, as per the extant Rules/ Byelaws.

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3.2 Principal Accounts Office, Finance Department

a. Principal Accounts Office in consultation with State NIC shall make requisite changes in the IT system for disbursal of TA as per the approved Scheme.

b. API integration, if any required by Transport Department/ DTC for sharing of employee details such as Unique Employee Paypin, Employee Name, Date of Birth, Mobile Number, DDO Code/ Name or any other field/ data available in Payroll system, will be made and as required for implementation of the said scheme. Further, through API integration, Payroll will also capture, the details of Card i.e. Number, Amount transferred alongwith TOP-Up(s), issued by DTC to the employees

c. Provision shall be made for payment/ disbursal of incentive @ 10% of TA (Excluding DA), wherever applicable.

d. Provision shall be made for deduction of 25% of TA (Excluding DA) and its onward remittance to Delhi Transport Corporation through a single payment/ transfer for each DDO separately.

e. Provision shall be made for generation and sharing of MIS containing details of employees who opted for the Scheme including amount deducted from the salary.

f. As and when a bill is preferred by the DDO to PAO, in respect of employees who opted for the scheme, the concerned PAO on passing the same will take following action: -

   i. Incentive amount @10% will be credited to the account of the employee along with salary.

   ii. 25% of TA (Excluding DA) will be remitted to DTC through authorized mode and the UTR No. along with the MIS will be shared through email with the DDO and DTC, in the format as agreed upon.

g. Principal Account Office shall organize training programme with support of DTC for all the DDOs/ PAOs.

3.3 Transport Department/ Delhi Transport Corporation

a. DTC shall develop an application/ platform/ Dashboard for issue of Common Mobility Card to the Government Servants who want to participate in this scheme.

b. The application will capture the details of the Government Servant, with their consent to participate in this scheme, and share this information with the Department/ PAO through API.

c. DTC shall organize camps in various Government Offices in Government of National Capital Territory of Delhi/ Autonomous Bodies/ Corporations/ Grantee Institutions, etc. for issue of Common Mobility Card to the Government Servants.

d. DTC shall inform the Department concerned on real-time basis regarding the issue of Common Mobility Cards to the Government Servants.

e. Upon receipt of amount from the Department concerned through DDO/ PAO, DTC will recharge the Common Mobility Card and simultaneously inform the Government Servant through a text message.

f. DTC to mandatorily inform the Department concerned regarding failure of any transaction to the Common Mobility Card of any employee along with the reasons thereof.

g. This process of recharge of Common Mobility Card of the Government Servant shall continue till the scheme is valid or any information is received through the Department regarding the withdrawal of the consent of Government Servant from participation in this scheme.

h. DTC shall share information with the Departments concerned/Pay & Account Offices on regular basis through API or any other mechanism mutually devised between DTC and Principal Account Office.

i. DTC shall form a support team to resolve any grievances/ query/ issues arising out of implementation of this scheme.

j. Transport Department/ DTC may formulate a detailed Standard Operating Procedure for the compliance of above guidelines and to ensure smooth implementation of the scheme.

3.4 Government Servants/ Employees of Autonomous Bodies/ Grantee Institutions/ Corporations, etc.

a. Government Servants/ Employees who are unwilling to participate in this scheme shall inform their HoDs, as soon as the scheme is rolled out.

b. They may approach the camps organized by the DTC for issue of Common Mobility Card, after providing details as desired by the DTC.

c. If the Government Servant/ Employee wants to withdraw from this scheme at any stage then he/ she may inform their HoD and accordingly from next month onwards scheme benefits would be stopped to the Government Servant/ Employee.

10/6/16

15 ... Principal Magistrate, JJB-VII

4. CONCLUSION

4.1 The scheme will support in conservation of the fuel, promote use of public transport, reduction of vehicular congestion and reduction in pollution. All the Departments/ Autonomous Bodies/ Grantee Institutions/ Corporations, etc. shall encourage maximum participation of Government Servants/ Employees in this scheme.

4.2 For any query or clarification in implementation of this scheme, the HoDs/ DDOs may reach out to the following:

a. Principal Account Office:

Sh. Sudheesh N.G., Controller of Accounts,

[Contact: 9810596855],

b. Delhi Transport Corporation

Sh. Neeraj Kumar, Sr. Manager (Accounts)

[Contact: 82854 65706]

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