OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SOUTH-EAST DISTRICT, SAKET COURT COMPLEX, NEW DELHI

No. 6068-6159 /Accounts/South-East/Saket/2026-27 Dated 07/07/2026

CIRCULAR

Subject: Regarding the Organization of additional NCMC Card Distribution Camps in South-East District, Saket Court Complex.

A copy of circular dated 28/06/2026 issued from Joint Secretary (Finance/Policy), GNCTD, Finance Department: Policy Division, Delhi Secretariat, IP Estate, New Delhi regarding Organization of additional NCMC Card Distribution Camps alongwith Office Memorandum dated 09/06/2026 and 10/06/2026 issued from Controller of Accounts (FD), is hereby uploaded on the website & LAYERS of Delhi District Courts, South-East District, Saket Court Complex, New Delhi. All concerned are requested to kindly access the same for information.

This issues with the approval of the Ld. Principal District & Session Judge (South-East).

(KULDEEP NARAYAN)
Head of the Office
South-East District
Saket Court Complex
New Delhi

No. 6068-6159 /Accounts/South-East/Saket/2026-27 Dated 07/07/2026

Copy forwarded for information:

i. **PS to the Ld. Principal District and Sessions Judge**, South-East District, Saket Courts, New Delhi.
ii. **All the Ld. Judicial Officers** posted in South-East District, Saket Courts with request the circular be also brought to the notice of the staff posted in their courts.
iii. **The Ld. Officer In-charge, Computer Branch**, South District Saket Courts with request to direct the concerned official to upload the letter/order on the official website.
iv. **AO(J)/AAO/Branch In-charges** posted in South-East District, Saket Courts with request the circular be also brought to the notice of the staff posted in their branches.
v. **The Dealing Official, Layers Seat**, with the direction to upload the said circular on LAYERs.

(KULDEEP NARAYAN)
Head of the Office,
South-East District
Saket Court Complex,
New Delhi

Br. Incharge (Comp.)

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

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

Dated: 28/06/2026

CIRCULAR

Sub:- Organisation of additional NCMC Card Distribution Camps from **29th June, 2026 to 10th July,2026** for employees of Govt. of NCT of Delhi by DTC-reg.

In continuation to this Office circular of even number dated 20/06/2026 on the subject noted above, Delhi Transport Corporation vide Circular No. Ops. Deptt/HQ/2026/416 dated 27/06/2026 has organized additional NCMC Card Distribution Camps at the following locations to facilitate employees of Govt. of NCT of Delhi for issuance of NCMC cards. In order to coordinate with the team of DTC at the camp sites, the following Officers of GNCTD, as mentioned at Column No. 5 below, will act as Nodal Officers for further facilitation of the Government Employees of the GNCTD:-

Sr No	Department & Location	Camp dates	DTC Nodal Officer & mobile number	GNCTD Nodal Officer & mobile number
1	2	3	4	5
1	Acharya Bhikshu Hospital, Moti Nagar	29.06.2026	Depot Manager SPD, 8744073074	Seema Saluja, Sr. AO 9871379679
2	Aruna Asaf Ali Govt Hospital, Rajpur Road	29.06.2026	Depot Manager RJD -1, 9218305294	Vishal Sharma, Sr. AO 9643762920
3	Babu Jagjivan Ram Hospital, Jahangir Puri	29.06.2026	Depot Manager GTK, 8744073128	Inder Raj Gera, Sr. AO 9899448307
4	Bhagwan Mahavir Hospital, Pitampura	29.06.2026	Depot Manager SBPLD, 8744073154	Alam Singh Rawat, Sr. AO 9999834789
5	Burari Hospital, Burari	29.06.2026	Depot Manager BRD, 8744073503	Kavita Saxena, DCA 9811425188
6	Central Jail, Janak Puri	30.06.2026	Depot Manager KPD, 8744073212	Usha Purwaha, DCA 9871499367
7	Deep Dayal Upadhayay Hospital, Hari Nagar -1	30.06.2026	Depot Manager HND-1, 8744073235	Sunil Kumar, Sr. AO 9873341441
8	Deep Chand Bandhu Hospital, Bharat Nagar	30.06.2026	Depot Manager WPD, 8744073104	Sunita Rawat, Sr. AO 9811571447
9	Delhi Fire Service, Barakhamba Road	30.06.2026	Depot Manager Khushak nala, 8744073096	Balam Singh Rawat, Sr. AO 9873186199
10	Department Of Trade & Taxes, ITO	30.06.2026	Depot Manager RJD -2, 8744072224	Ajay Kumar Kapahi, DCA, 9868345050

11	Department Of Women And Child Development, Kashmere Gate	01.07.2026	2nd Officer I.P. Depot, 8744073339	Ravender Kumar, COA, 9654808965
12	Development Department, Underhill Road	01.07.2026	Depot Manager BBM, 8744073128	Anamika, Sr. AO, 9899961326
13	Directorate Of Health Services, Karkardooma	01.07.2026	Depot Manager HPD, 8744073143	Pankaj Agarwal, Sr. A.O, 9891148218
14	Directorate Of Ayush, Karol Bagh	01.07.2026	Depot Manager. SPD, 8744073074	Pankaj Narula, Sr. AO, 9868360373
15	Directorate Of Prosecution, Tis Hazari Courts Complex	01.07.2026	Depot Manager RJD-1, 9650586326	Vikas Goel, AAO, 8700469785
16	Divisional Commissioner Office, Sham Nath Marg	02.07.2026	Depot Manager RJD-2, 8744072224	Rakesh Kardam, COA, 9911495353
17	Dr. Baba Saheb Ambedkar Hospital, Rohini	02.07.2026	Depot Manager RHN-1, 8744073195	Ajay Gupta, DCA, 9811534395
18	Dr. Hedgewar Arogya Sansthan, Karkardooma	02.07.2026	2nd Officer HPD, 9555717145	Ram Kumar Sharma, Sr.AO, 9968925519
19	Dte. Of Training & Technical Education & DHE, Pitampura	02.07.2026	Depot Manager WPD, 8744073104	Krishan Kumar, DCA, 9350767370
20	Election Office, Kashmiri Gate	02.07.2026	Depot Manager I.P. Depot, 8744073160	Virendra Kumar, AAO, 8882137477 9278131511
21	Food & Civil Supplies & Consumers Affairs, Vikas Bhavan	03.07.2026	Depot Manager RJD -1, 9218305294	Anil Kumar, Sr. AO, 9810459350
22	Forest Department and other deptts, Vikas Bhavan	03.07.2026	Depot Manager RJD -1, 9218305294	Gautam Malhotra,Sr.AO 9811055626
23.	G.B. Pant Hospital, JLN Marg Delhi gate	03.07.2026	Depot Manager RJD -2, 8744072224	Sanjeev Sharma, DCA, 8743006647
24	General Administrative Department and other deptts, Delhi Secretariat	03.07.2026	Depot Manager RJD-3, 8744073160	Pattammal Anand, DCA, 9654495323
25	Guru Gobind Singh Hospital, Tagore Garden	03.07.2026	Depot Manager MPD, 8744072226	Sanjeev Maini, Sr.AO, 9968303903
26	Guru Teg Bahadur Medical College and Hospital, Dilshad Garden	03.07.2026	Depot Manager DGD, 8744073139	M S Bist, Sr.AO, 8800301360/ 8595948025
27	Indira Gandhi Hospital, Dwarka	06.07.2026	Depot Manager Dwarka-8, 8744073120	Sushma Bhatia, DCA, 9868816930
28	Irrigation & Flood Control Department, Shastri Nagar	06.07.2026	Depot Manager SBPLD, 8744073154	Reena Khanna, Sr. AO 9717349765
29	Jag Pravesh Chandra Hospital, Shastri Park	06.07.2026	Depot Manager Shastri park Depot, 8744073254	Krishan Lal, Sr. A.O. DPCC, 9896205930
30	Lal Bahadur Shastri Hospital, Kalyan Vas	06.07.2026	Depot Manager HPD, 8744073143	Shakti Athwal, Sr.AO, 9868162933
31	Law Department and other deptts, Delhi Secretariat	06.07.2026	Depot Manager RJD -1, 9218305294	Jai Prakash, AAO, 9350863492
32	Lok Nayak Hospital, JLN Feroz Delhi gate	06.07.2026	Depot Manager RJD -2 8744072224	Varun Rahal, Sr. AO, 9891512802
33	Maharishi Balmiki Hospital, Put Khurd	07.07.2026	Depot Manager RHN-37 I 8744073116	Rekha Goyal, Sr. AO, 9999132873

34	Malviya Nagar Colony Hospital, Malviya Nagar	07.07.2026	Depot Manager Khusak nala, 8744073096	Dinesh Kumar, Sr. AO, 9871054412
35	Maulana Azad Medical College, Bahadur Shah Zafar Marg	07.07.2026	Depot Manager IP Depot, 8744073160	Vinay Madan, Sr. AO, 9871215833
36	Principal Accounts Office, Vikas Bhawan	07.07.2026	Depot Manager RJD-1, 9650586326	Nirmala Rani, DCA, 9868928777
37	Principal District And Sessions Judge East District, Karkardooma Court Complex	07.07.2026	Depot Manager NND, 8744073115	
38	Principal District And Sessions Judge Hq, Tis Hazari Courts Complex	08.07.2026	Depot Manager BBM, 8744073128	
39	Principal District And Sessions Judge New Delhi District, Patiala House Courts Complex	08.07.2026	Depot Manager Khusak nala, 8744073096	
40	Principal District And Sessions Judge North District, Rohini Courts Complex	08.07.2026	Depot Manager RHN-3 9218305292	
41	Principal District And Sessions Judge North east District, Karkardooma Court Complex	08.07.2026	Depot Manager NND, 8744073115	
42	Principal District And Sessions Judge North west District, Rohini Courts Complex	08.07.2026	Depot Manager NND, 8744073115	
43	Principal District And Sessions Judge Shahdara District, Karkardooma Court Complex	08.07.2026	Depot Manager (E) Vinod Nagar, 8744073249	
44	Principal District And Sessions Judge South District, Saket Court Complex	09.07.2026	Depot Manager Ambedakar Nagar 8744073166	
45	Principal District And Sessions Judge South East District, Saket Court Complex	09.07.2026	Depot Manager Ambedakar Nagar 8744073166	
46	Principal District And Sessions Judge West District, Tis Hazari Court Complex	09.07.2026	Depot Manager RJD-1, 9650586326	
47	Principal District And Sessions Judge South west District, Dwarka court complex	09.07.2026	Depot Manager Dwarka-8, 8744073120	
48	Public Works Department, MSO Building	09.07.2026	Depot Manager GTK, 8744073128	Sangeeta Joshi, COA, 9868876628
49	Rao Tula Ram Hospital, Jaffar Pur	09.07.2026	Depot Manager MKD, 8744073127	Pawan Kumar, AAO, 9873422019
50	Sanjay Gandhi Memorial Hospital, Mangol Puri	10.07.2026	Depot Manager RHN-3, 9218305292	Satish, Sr. AO, 9810338139
51	Sardar Ballabh Bhai Patel Hospital, Patel Nagar	10.07.2026	Depot Manager SPD, 8744073074	Satish, Sr. AO, 9868379742
52	Satyawadi Raja Harishchandra Hospital, Narela	10.07.2026	Depot Manager NRLD, 8744071110	Shyam Sunder Dhingra, Sr. AO,9811660276

53	Dadadev Matri Avum Shishu Chikitsalaya, Dabri	10.07.2026	Depot Manager HND-1, 8744073235	Shamma Sharma, Sr. AO,9711141214
54	Social Welfare Department, MSO Building	10.07.2026	Depot Manager GTK, 8744073128	Upender Goel, Sr. AO,9891840236
55	Transport Department, Underhill Road	10.07.2026	Depot Manager BBM, 8744073128	Gurinder Singh, COA, 9810378184

All employees willing to opt for the NCMC Card and higher Transport Incentive may reach the camp location as per the above schedule. They may carry **Aadhar Card, Active Mobile Number and Employee Code/ID** for their identification and smooth generation of the NCMC card.

All Head of Departments are requested to give a wide publicity to this initiative/scheme and also encourage the employees of their department to attend the camp at the above location for obtaining the NCMC card.

This issues with the approval of the Competent Authority.

28/06/2026

(Manoj Kumar V.M.)
Joint Secretary (Finance/Policy)

To

All Head of Departments, Govt. of NCT of Delhi.

Copy to:-

1. All Nodal Officers mentioned at Col. No.5 above through their HODs.
2. The Sr. Manager(Operations), Delhi Transport Corporation, GNCT Delhi.
3. Assistant Director (IT), Finance Department with the request to upload this circular on the website of Finance Department.

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

(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.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SOUTH- WEST DISTRICT, DWARKA COURTS, NEW DELHI

CIRCULAR

I am hereby directed to forward Copy of Office **Memorandum** no F.20/01/2026/FD/PD/834-842 dated 10/06/2026 issued from Govt. of NCT of Delhi, Finance Department for necessary information and compliance till 17th June 2026.

12/06/2026

(Sanjeev Kumar)
Assistant Accounts Officer
Accounts Branch, Dwarka Courts

No. 25746-25875 /PB/Acctts./DWK/2026 Dated 12/06/26

Copy forwarded to:-

1. PS to the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts, New Delhi
2. All the Judicial Officers posted at South-West District, Dwarka Courts with the request that the circular be also brought to the notice of the staff posted in their courts.
3. The Sr. Administrative Officer, DDO & Branch Inchage(s), South-West District, Dwarka Courts with the request that the circular be also brought to the notice of the staff posted in their branch.
4. The Dealing Assistant, Layers seat, South-West District, Dwarka Courts for further necessary action.

12/06/2026

(Sanjeev Kumar)
Assistant Accounts Officer
Accounts Branch, Dwarka Courts

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).

10/6/16

(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.

10/6/26

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.

10/6/26

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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10/8/26