

F.20/02/2021/Pt.File/jsfina/925-936  
**GOVERNMENT OF NCT OF DELHI**  
**FINANCE DEPARTMENT**  
**(POLICY DIVISION)**

**4<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT, I.P. ESTATE,  
NEW DELHI-110002**

Dated : 25/03/2022

**OFFICE MEMORANDUM**

**Sub: *Switch over from existing petrol/diesel/CNG fleet to Electric Vehicles by all the Departments of Govt. of NCT of Delhi.***

1. Kind attention is invited to Clause 4.6.2 of Delhi Electric Vehicle Policy, 2020, which states as follows:-  
"..... GNCTD shall take the lead in transitioning its entire fleet to electric. All leased/hired cars used for commute of GNCTD officers shall be transitioned to electric.....".
2. In pursuance to the aforementioned policy, Finance Department, Govt. of NCT of Delhi had issued OM No.F.20/02/2021/689-698 dated 25.02.2021 and OM No. F.20/02/2021/jsfina/1062-1072 dated 01.04.2021 on this subject.
3. However, since the scale of entitlement /ceiling of cost of Electric Vehicles for use of staff car purpose was not finalized and instances had come to the notice of Finance Department that Departments of Govt. of NCT of Delhi had assumed liabilities on account of purchase of Electric Vehicles without prior approval of competent authority, Finance Department, GNCTD had sought some clarification from the Environment Department regarding the same. Consequently vide OM No. F.20/02/2021/jsfina/2229 dated 12.08.2021, all Departments of Govt. of NCT of Delhi were advised not to process proposals for purchase of Electric Vehicles till finalization of guidelines on ceiling / entitlement.
4. Subsequently, a Committee comprising of Pr. Secretary (Finance), Pr. Secretary (Environment & Forest) and Pr. Secretary-cum-Commissioner (Transport) was constituted to review the aforementioned issues comprehensively. The said Committee submitted its interim recommendations vide Minutes of meeting dated 09.02.2022.

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5. Now, therefore, in supersession of all the aforementioned Circulars, the revised guidelines, as per the recommendations of the aforementioned Committee, are hereby issued on this subject as follows:-

- (i) All **leased/hired cars used for commute of GNCTD officers** shall be electric vehicle and Departments / Autonomous Bodies / Grantee Institutions of GNCT of Delhi will decide the type of hiring (dry lease/wet lease) of electric vehicles at their own level on the basis of resources available with them.
- (ii) All such leasing/hiring should preferably be done through GeM, failing which through EESL/CESL.
- (iii) FD's approval is required in respect of number of Electric Vehicles to be hired (dry lease/wet lease) for the first time but not required for extension of existing contracts, as per agreement/GFR, or fresh hiring of the same number of vehicles in subsequent years after observing all the codal formalities.
- (iv) Existing financial powers with regard to conveyance hire, as conveyed vide OM No.F.20/08/2019/AC/jsfina/2575-2674 dated 07.08.2019 of Finance Department will remain the same for hiring of electric vehicles also.
- (v) Vehicles like Ambulances, Fire Vehicles, enforcement vehicles etc. fall under the category of "Special Purpose Vehicles" and the same are not covered under Delhi Electric Vehicle Policy. Accordingly, these Special Purpose Vehicles/operational vehicles are also exempted from the existing guidelines on switch-over to Electric Vehicles.
- (vi) Electric Vehicles, leased/hired/purchased by the Department, should be GPS enabled in accordance with office order No.F.2/559/2018/CT-III/GAD/8954 dated 24.08.2018 of General Administration Department.
- (vii) Department must follow all the guidelines of Staff Car Rules/other statutory provisions with regard to purchased Electric Vehicles.
- (viii) Transport Department, Govt. of NCT of Delhi will be the nodal Department to monitor the progress of the transition of existing hired/leased vehicle fleet to Electric Vehicles (EVs) by all Departments, Autonomous Bodies and Grantee Institutions of Govt. of NCT of Delhi for ensuring time bound transition of hired/leased vehicles to Electric vehicles in accordance with the Delhi Electric Vehicle Policy, 2020.

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- (ix) Transport Department, being nodal department, will formulate and circulate a draft template agreement, having appropriate penalty clause for lack in service by the service provider agency, for hiring EVs for benefit of all Departments, Autonomous Bodies and Grantee Institutions of Govt. of NCT of Delhi.
- (x) Further clarification in this regard may be issued as and when relevant submissions are made by Transport Department and Environment Department and as per the final recommendations of the Committee constituted for this purpose.
6. This issues with the approval of Hon'ble Dy. Chief Minister/Finance Minister.



**(NIHARIKA RAI)**  
**SECRETARY (FINANCE)**

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/HODs  
Govt. of NCT of Delhi

Copy to :

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Secretary to Hon'ble Chief Minister, GNCT of Delhi.
3. Secretary to Hon'ble Deputy Chief Minister/Finance Minister, GNCT of Delhi.
4. PPS to Pr. Secretary (Finance), GNCT of Delhi.
5. Pr. Secretary (Environment & Forest), GNCT of Delhi
6. Principal Secretary-cum-Commissioner (Transport), GNCT of Delhi, 5/9, Under Hill Road, Delhi-110054.
7. Spl. Secretary (Finance), GNCT of Delhi.
8. Controller of Accounts, Finance Department, GNCT of Delhi.
9. Jt. Secretary (Policy)/Jt. Secretary (HRD)/Jt. Director (Budget/SRD), Finance Department, GNCT of Delhi.
10. All Deputy Secretaries of Finance Department
11. Website