

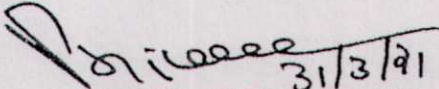
F.20/02/2021/jshma / 1062-1072  
GOVERNMENT OF NCT OF DELHI  
FINANCE DEPARTMENT  
(POLICY DIVISION)  
4<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW  
DELHI

Dated : 01-04-2021

**CIRCULAR**

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

1. Please refer to the Office Memorandum No.F.20/02/2021/689-698 dated 25.02.2021 of Finance Department vide which all Departments, Autonomous Bodies and Grantee Institutions of Government of NCT of Delhi have been directed to shift their existing hired petrol/diesel/CNG vehicles to Electric Vehicles (EVs) through a lease/hiring model within a time frame of six months and procure new Electric Vehicles against condemnable IC Engine Vehicles henceforth, subject to the conditions mentioned in the said OM dated 25.02.2021 (Copy enclosed).
2. In this regard, it is clarified that procurement/hiring of Electric Vehicles is mandatory even in cases where approval have been granted by the Finance Department but no purchase/hiring has been made by the Departments/ Autonomous Bodies/ Grantee Institutions of Government of NCT of Delhi as on date of issue of this Circular, subject to fulfillment of all the conditions mentioned in the OM No.F.20/02/2021/689-698 dated 25.02.2021 of Finance Department.
3. Further, all the Administrative Secretaries of the Govt. of NCT of Delhi are requested to provide a detailed consolidated information with regard to total number of vehicles (purchased/hired) in the enclosed proforma in respect of their Departments, including Autonomous Bodies and Grantee Institutions which are under the administrative control of their Department, within two weeks positively.
4. This issues with the approval of Secretary (Finance).

  
(PRINCE DHAWAN)  
SPECIAL SECRETARY (FINANCE)

Encl. : As above.

To

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

(Contd...P/2)



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 Secretary (Finance), GNCT of Delhi.
5. Spl. Secretary-II, Finance Department, GNCT of Delhi
6. Controller of Accounts, Finance Department, GNCT of Delhi
7. Jt. Secretary (HRD/PD), Finance Department, GNCT of Delhi
8. Jt. Director (Budget/State Resource), Finance Department, GNCT of Delhi
9. All Deputy Secretaries of Finance Department, GNCT of Delhi
10. Website

**PROFORMA FOR SEEKING INFORMATION WITH RESPECT TO  
PURCHASED/HIRED VEHICLES**

Name of the Department : \_\_\_\_\_

I. Details of Autonomous Bodies/Grantee Institutions (Name and Address), working under the Administrative Control of \_\_\_\_\_ (Name of Department)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ .....

II. Information with regard to purchased Vehicles :

Sl. No.	Model/Make	Year of Purchase	Name of Competent Authority whose approval sought at the time of purchase	Remarks, if any
(Name of Department) - (Total number of purchased Vehicles except vehicles already condemned as per existing guidelines)				
(Name of Autonomous Body) - (Total number of purchased Vehicles except vehicles already condemned as per existing guidelines) <b>Separate entry for each Autonomous Body as mentioned at Sl. No.I</b>				
(Name of Grantee Institution) - (Total number of purchased Vehicles except vehicles already condemned as per existing guidelines) <b>Separate entry for each Grantee Institution as mentioned at Sl. No.I</b>				

(Contd.....P/2)



Sl. No.	No. of vehicles approved by the Competent Authority for hiring	Total number of vehicles actually hired by the Deptt/ autonomous body/ grantee institution	Types of hired vehicles		Model/Make of hired vehicle, each vehicle wise	Remarks, if any
			Petrol/ Diesel/ CNG	Electric Vehicle		
<b>(Name of Department) - (Total number of hired Vehicles at present)</b>						
<b>(Name of Autonomous Body) - (Total number of hired vehicle at present) Separate entry for each Autonomous Body as mentioned at Sl. No.I</b>						
<b>(Name of Grantee Institution) - (Total number of hired vehicle at present) Separate entry for each Grantee Institution as mentioned at Sl. No.I</b>						

(Signature)  
Name & Designation alongwith seal

F.20/02/2021/6(A) (P) (C) (N)  
73/c  
GOVERNMENT OF NCT OF DELHI  
FINANCE DEPARTMENT  
(POLICY DIVISION)

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

Dated : 2.5/02/2021

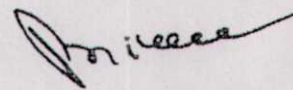
OFFICE MEMORANDUM

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

1. In pursuance of Clause 4.6.2 of the Delhi Electric Vehicle Policy, 2020, notified by Government of NCT of Delhi vide Notification No.DC/OPS/TPT/1260/2018/38704 dated 07.08.2020 of Transport Department, GNCT of Delhi, the Competent Authority has decided that all Departments, Autonomous Bodies and Grantee Institutions of Government of NCT of Delhi shall shift their existing hired petrol/diesel/CNG vehicles to Electric Vehicles (EVs) through a lease/hiring model within a time frame of six months and procure new Electric Vehicles against condemnable IC Engine Vehicles henceforth, subject to the following conditions :-

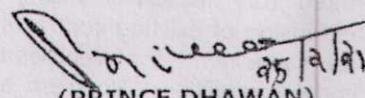
1. All such leasing/hiring/purchasing should preferably be done through GeM, failing which through Energy Efficiency Services Limited (EESL), a Joint Venture of PSUs under the Ministry of Power, Govt. of India.
2. Electric Vehicles can be engaged either through dry lease/wet lease based on the convenience of the Department/Government Body concerned.
3. 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. No fresh approval is however required for hiring of equal number of Electric Vehicles against hiring of IC Engine Vehicles, already approved by FD earlier.
4. The conveyance hire of one Electric Vehicle should not exceed the ceiling mentioned at Sl. No.2(a) of the OM No.F.20/08/2019/AC/jsfina/2575-2674 dated 07.08.2019 of Finance Department for wet lease hiring.
5. In case of dry lease hiring, Department should ensure that cost of dry lease of EVs, total operational costs and wages of driver should not exceed the ceiling mentioned at Sl. No.2(a) of the OM No.F.20/08/2019/AC/jsfina/2575-2674 dated 07.08.2019 of Finance Department.
6. Purchase of new Electric vehicles should be regulated as per OM No.F.20/08/2019/AC/jsfina/2575-2674 dated 07.08.2019 of Finance Department.

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7. 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.
8. Department must follow all the guidelines of Staff Car Rules with regard to purchase of Electric Vehicles.
2. Transport Department, Govt. of NCT of Delhi will be the nodal Department in this regard and will 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 EVs vehicles.
3. Transport Department, being nodal department, will formulate and circulate a draft template agreement for hiring EVs for benefit of all Departments, Autonomous Bodies and Grantee Institutions of Govt. of NCT of Delhi.
4. All Departments, Autonomous Bodies and Grantee Institutions of Govt. of NCT of Delhi must submit a monthly action taken report on the status of fleet transition to EVs by the 5<sup>th</sup> of every month to the Transport Department, Govt. of NCT of Delhi :
  - a) Total number of hired/leased vehicles in Departments/Autonomous Bodies/ Grantee Institutions of Govt. of NCT of Delhi.
  - b) Total number of hired/leased Electric Vehicles in Departments/ Autonomous Bodies/Grantee Institutions of Govt. of NCT of Delhi.
5. This issues with the approval of Hon'ble Deputy Chief Minister/Finance Minister, Delhi.



(PRINCE DHAWAN)  
SPECIAL 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. Spl. Secretary-I, Finance Department, GNCT of Delhi
5. Spl. Secretary-II, Finance Department, GNCT of Delhi
6. Controller of Accounts/Deputy Controller of Accounts, Finance Department, GNCT of Delhi
7. Jt. Director (Budget/State Resource), Finance Department, GNCT of Delhi
8. All Deputy Secretaries of Finance Department
9. Website