

F.20/02/2021/689-690  
GOVERNMENT OF NCT OF DELHI  
FINANCE DEPARTMENT  
(POLICY DIVISION)

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

Dated : 25/02/2021

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.

Encl-c/Dir(CP)/21(U)/2021/1531 dt 31/5/2021  
Circulates for n.a. to all  
P.CE's / CE's of PWD.

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gndy  
31/5/2021  
Director (Roads)  
PWD.

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