

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
OPERATIONS DEPARTMENT
IP ESTATE, NEW DELHI – 110002

No. Ops. Deptt./HQ/2026/398

Date: 16.06.2026

CIRCULAR

Sub: Organisation of NCMC Card Distribution Camps for Government Employees – reg.

In continuation of the initiative of the Government of NCT of Delhi to promote the use of Common Mobility Cards and public transport by Government employees by providing incentive in Transport Allowance as per O.M. dated 09.06.2026 issued by Finance Department: Policy Division, GNCTD, it has been decided to organise **NCMC Card Distribution Camps** for Government employees **from 10.00 hr to 18.00 hr** at various offices of GNCTD as per the schedule given below. The details of locations, concerned departments/offices, dates of camps and DTC nodal officers are as under:

Sr. No.	Location	Department	NCMC Card distribution camp to be organized on	DTC Nodal Officers	Contact Number
1	Delhi Secretariat	GAD, Dept. of Audit, H&FW, Law, Home, Services, Administrative Reforms, ACL, Planning, Finance, IT, Power, Vigilance, UD, Trade & Taxes	18.06.2026 & 19.06.2026	Ms. Palak Chopra	8744073339
2	Old Secretariat	Education, Dept. of Information & Publicity, Legislative Assembly, Dept. of NCC	18.06.2026 & 19.06.2026	Sh. Keshav, Depot Manager, Bawana - I	8744073177
3	Vikas Bhawan 2	Dept. of Economic & Statistics, GPF Cell, Dept. of Family Welfare, Anti-Corruption Branch, PWD, Divisional Commissioner Office, Labour Department	18.06.2026 & 19.06.2026	Sh. Aakash Gupta, Depot Manager, Rohini Sec - 37 (I)	8744073116
4	Tis Hazari	District & Session Courts, LG Secretariat, Dept. of Prosecution and various schools and District Education Offices, various small district level hospital/health centres and other Offices of Central District	18.06.2026 & 19.06.2026	Sh. Naveen Kumar, Depot Manager, Rajghat I	9650586326
5	ITO/Vikas Bhawan	Principal Accounts Office, Land & Bldg., Food & Supplies, Excise, Consumer Courts, Weights & Measurements, Forest, SC/ST/OBC.	22.06.2026 & 23.06.2026	Sh. Vikas, Depot Manager, Shastri Park Depot	8744073254
6	UTCS	UTCS, DSSSB, Industries, Zonal Labour Offices and various schools and District Education Offices, Karkardooma Court, various Revenue Offices, DHS, Lal Bahadur Shastri Hospital	22.06.2026 & 23.06.2026	Sh. Pushpender, Depot Manager, Hasanpur Depot	8744073143
7	GTB Hospital Complex	GTB Hospital, PWD offices, Food & Supplies Regional Offices, TTE subordinate offices, various schools and District Education Offices, various small district level hospital/health centres	22.06.2026 & 23.06.2026	Sh. Raman, Depot Manager, East Vinod Nagar Depot	8744073249
8	R.K. Puram (West Block No. 7PAO Complex)	DM (South)/(South-West), various Districts of Education Department and schools, Food & Supplies Offices, Employment Offices, various small district level hospital/health centres	24.06.2026 & 25.06.2026	Sh. Avinash, Depot Manager, Kushak Nallah Depot	8744073096
9	MAMC Complex	LNJP Hospital, G.B. Pant Hospital, GNEC, MAMC, DM (Central)/(Old Delhi), various schools and District Education Offices, various small district level hospital/health centres	24.06.2026 & 25.06.2026	Sh. Guarav Kumar, Depot Manager, Rajghat II	8266868645
10	DM (West) Office	DM (West), Delhi Prison, Home Guard Civil Defence, FSL, DDU, various schools and District Education Offices, various district level hospital/health centres	24.06.2026 & 25.06.2026	Sh. Aunj Dhaiya, Depot Manager, Nangloi	8744073212

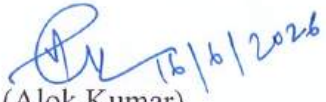
2. The concerned DTC nodal officers/Depot Managers mentioned above shall:

- (i) Coordinate with the administration of the concerned departments listed in above table for putting up the camp infrastructure (desk, seating, power supply, internet connectivity etc.).
- (ii) Remain present from 10.00 hr to 18.00 hr at the camp to facilitate smooth generation of cards of employees visiting the camp.

3. NCMC Card Distribution Centres shall function strictly in accordance with the instructions, guidelines and procedures prescribed by Government. All eligibility conditions, documentation requirements, verification procedures, record maintenance and reporting mechanisms shall be adhered to meticulously. Ms. Bhoomika, Sr. Manager (IT), DTC (Mobile No 8744073285) will be Nodal Officer from IT Department. She will ensure to provide all necessary technical support to the Nodal Officers and ensure uninterrupted functioning of the NCMC Card Distribution Centres. IT Department shall ensure availability and proper functioning of hardware & software and other technical infrastructure required. All Regional Managers & Depot Managers to ensure that necessary staff support, logistics, stationery and coordination are made available for smooth functioning of the above centres during the camp period.

4. 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.

This issues with the approval of the Competent Authority.


(Alok Kumar)

Deputy Chief General Manager (Operations)

All Concerned Nodal Officer (DTC)

Sr. Manager (IT)

All Regional Managers, DTC

All Depot Managers, DTC

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Copy to:

1. All HoDs of the Departments, GNCTD, as per attached list.
2. CGM (Ops) – For Kind Information.
3. PPS to Secretary – Cum – Commissioner (Transport), GNCTD
4. OSD To MD, DTC – For Kind Information of MD, DTC.

CAMP Location	Department	CAMP Location	Department	CAMP Location	Department
Delhi Secretariat	GAD	Tis Hazari	District & Session Courts	GTB Hospital Complex	PWD offices
	Dept. of Audit		LG Secretariat		Food & Supplies Regional Offices
	H&FW		Dept. of Prosecution and various schools and District Education Offices		TTE subordinate offices
	Law		various small district level hospital/health centres and other Offices of Central District		various schools and District Education Offices
	Home		Principal Accounts Office		various small district level hospital/health centres
	Services	ITO/Vikas Bhawan	Land & Bldge	R.K. Puram (West Block No.7PAO Complex)	DM (South)/(South-West),
	Administrative Reforms		Food & Supplies		various Districts of Education Department and schools
	ACL		Excise		Food & Supplies Offices
	Planning, Finance		Consumer Courts		Employment Offices
	IT		Weights & Measurements		various small district level hospital/health centres
Old Secretariat	Power	UTCS	Forest	MAMC Complex	LNJP Hospital
	Vigilance		SC/ST/OBC		G.B.Pant Hospital
	UD		DSSSB		GNEC
	Trade & Taxes		Industries		MAMC
	Education		Zonal Labour Offices and various schools and District Education Offices,		DM (Central)(Old Delhi)
Vikas Bhawan 2	Dept. of Information & Publicity	DM (West) Office	Karkardooma Court		various schools and District Education Offices
	Legislative Assembly		various Revenue Offices		various small district level hospital/health centres
	Dept. of NCC		DHS, Lal Bahadur Shastri		
	Dept. of Economic & Statistics		Delhi Prison		
	Dept. of Family Welfare		Home Guard Civil Defence		
	GPF Cell		FSL		
	Dept. of Family Welfare		DDU		
	Anti Corruption Branch		various schools and District Education Offices		
	PWD		various district level hospital/health centres		
	Divisional Commissioner Office				
	Labour Department				