

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:-

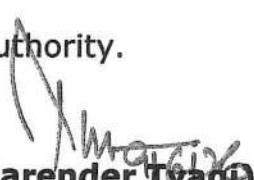
- i. Scheme shall come into effect from the date of issue of this Office Memorandum.
- ii. Scheme is optional for all employees of GNCTD.
- iii. Officers/officials may inform their Head of Department, if they are not willing to opt this scheme and, in this case, they will be entitled for their usual 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.

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- 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.