

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI PRINCIPAL  
ACCOUNTS OFFICE  
'A' BLOCK, VIKAS BHAWAN, NEW DELHI  
ESTABLISHMENT-I

No. F.4(4)/Misc./Circular/2025/Pr.AO/E-I/2057-2061

Dated: 17/6/26

**CIRCULAR**

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

Attention is invited to Circular No. Ops.Deptt/HQ/2026/398 dated 16.06.2026 (copy enclosed) issued by the Operations Department, Delhi Transport Corporation, GNCTD, regarding the organisation of NCMC Card Distribution Camps for Government employees.

As per the aforesaid circular, employees willing to avail the NCMC Card and opt for the enhanced Transport Incentive may visit the designated camp locations as per the schedule prescribed therein. Employees are required to carry their Aadhaar Card, an active mobile number and Employee Code/Identity Card for verification and smooth generation of the NCMC Card.

In view of the above, all Pay & Accounts Offices, GPF Cell and Branch In-charges of the Principal Accounts Office (Headquarters) are requested to bring the contents of the aforesaid circular to the notice of all officials working under their administrative control and ensure wide publicity of the scheme for its effective implementation.

This issues with the prior approval of the Chief Controller of Accounts.

*(Signature)*  
17/06/26  
(VIJAY LAKHWANI)

**SR. ACCOUNTS OFFICER (ESTT.)**

Encls: As above.

- (i) All Pay & Accounts Officers, GNCTD
- (ii) DCA (Fund), GPF Cell, GNCTD
- (iii) All Branch Incharges of Pr. AO (HQ)

No. F.4(4)/Misc./Circular/2025/Pr.AO/E-I/2057-2061

Dated: 17/6/26

Copy for information to :-

1. P.S. to Special Secretary Finance, Finance Department, GNCTD, Delhi Sectt.
2. PA to Chief Controller of Accounts, Pr. Accounts Office, GNCT of Delhi.
3. PS to Controller of Accounts, Pr. Accounts Office, GNCT of Delhi.
4. All DCAs & Sr. AOs, Pr.AO (HQ), Pr. Accounts Office, GNCT of Delhi.
5. AD (IT) with the request to upload the said order on official website of PAO organization.

*(Signature)*  
17/06/26  
(VIJAY LAKHWANI)

**SR. ACCOUNTS OFFICER (ESTT.)**

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**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     |

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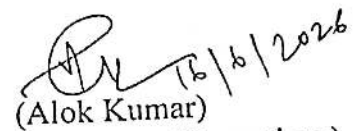
2. The concerned DTC nodal officers/Depot Managers mentioned above shall:

- (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

Office Copy

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                             | ITO/Vikas Bhawan | Principal Accounts Office                                                                  | R.K. Puram (West Block No.7) PAO Complex | various small district level hospital/health centres  |
|                   | Services                         |                  | Land & Bldg                                                                                |                                          | 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  |
|                   | Power                            |                  | Forest                                                                                     | MAMC Complex                             | L.N.J.P. Hospital                                     |
|                   | Vigilance                        |                  | SC/ST/OBC                                                                                  |                                          | G.B. Pant Hospital                                    |
|                   | UD                               | UTCS             | DSSSB                                                                                      |                                          | ONEC                                                  |
|                   | Trade & Taxes                    |                  | Industries                                                                                 |                                          | MAMC                                                  |
|                   | Education                        |                  | Zonal Labour Offices and various schools and District Education Offices.                   |                                          | DM (Central)/(Old Delhi)                              |
| Old Secretariat   | Dept. of Information & Publicity |                  | Karkardooma Court                                                                          |                                          | various schools and District Education Offices        |
|                   | Legislative Assembly             |                  | various Revenue Offices                                                                    |                                          | various small district level hospital/health centres  |
| Vikas Bhawan 2    | 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          | DM (West) Office | DDU                                                                                        |                                          |                                                       |
|                   | Anti Corruption Branch           |                  | various schools and District Education Offices                                             |                                          |                                                       |
|                   | PWD                              |                  | various district level hospital/health centres                                             |                                          |                                                       |
|                   | Divisional Commissioner Office   |                  |                                                                                            |                                          |                                                       |
|                   | Labour Department                |                  |                                                                                            |                                          |                                                       |
|                   |                                  |                  |                                                                                            |                                          |                                                       |
|                   |                                  |                  |                                                                                            |                                          |                                                       |