

**TRANSPORT DEPARTMENT, GOVT. OF NCT OF DELHI
5/9, UNDER HILL ROAD, DELHI – 110054**

No. DC/OPS/TPT/1260/2018/62541

Dated: October 23, 2020

**Operational Guidelines for Delivery of Demand Incentives under Delhi Electric
Vehicle Policy 2020**

The Delhi Electric Vehicle Policy 2020 was approved vide Cabinet Decision No.2796 dated 23.12.2019 and the same was notified on 07.08.2020. The Policy will remain valid for a period of three years.

This document provides the operational guidelines for delivery of all demand incentives offered under this policy i.e. Purchase and Scrapping Incentives. The guidelines are notified with immediate effect and copy of the same is enclosed herewith for kind information please.

**(JYOTI SETH)
DY. COMMR. (Ops/EV)**

No. DC/OPS/TPT/1260/2018/62541

Dated: October 23, 2020

Copy for information to –

1. Secretary to Hon'ble Minister of (Transport)
2. Vice Chairman, DDC
3. OSD to Secy-cum-Commr.(Transport)
4. PA to Spl. Commr. (Transport)
5. All Dy. Commissioners (Transport)
6. DCA, Transport Deptt.
7. All M.L.Os (Transport)
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11. Guard file

DY. COMMR. (Ops/EV)

**TRANSPORT DEPARTMENT
GOVT. OF NCT OF DELHI
5/9 UNDER HILL ROAD: DELHI-110054**

Operational Guidelines for Delivery of Demand Incentives under Delhi Electric Vehicle Policy 2020

1. Introduction

1.1. The Delhi Electric Vehicle Policy 2020 was approved vide Cabinet Decision No. 2796 dated 23.12.2019 and the same was notified on 07.08.2020. The Policy will remain valid for a period of three years.

1.2. This document provides the operational guidelines for delivery of all demand incentives offered under this policy i.e. Purchase and Scrapping Incentives.

2. Demand Incentives

2.1. As per the Delhi Electric Vehicle Policy, the following categories of Electric Vehicles (EVs) will be able to claim Demand Incentives if they meet the below mentioned eligibility criteria:

Table 1: Vehicle segments and categories and their respective eligibility criteria for Delhi EV Policy

Vehicle Segment	Vehicle category	Vehicle eligibility criteria				Remarks
		Min. range (km)	Max energy consumption (kWh/100km)	Min Top Speed (km/h)	Minimum acceleration (m/s ²)	
e-2W	L1 & L2	NA	Not exceeding 7	40	0.65	Should include at least 3 years comprehensive warranty including that of battery from manufacturer
e-3W	e-rickshaw/e-cart (Lead-acid batteries)	NA	NA	NA	NA	No change to existing GNCTD scheme
e-3W	e-rickshaw/e-carts (Lithium battery)	80	Not exceeding 8	NA	NA	As per FAME India Phase II eligibility criteria (no exceptions)

e-auto	L5M	80	Not exceeding 10	40	0.65
e-loader/ e-carrier	L5N	80	Not exceeding 10	40	0.65
e-4W/Car (less than 4m length)	M1	140	Not exceeding 15	70	1.04
e-4W/Car (4m or more)	M1	140	Not exceeding 20	70	1.04
e-4W (e-LCV/ e-carrier)	N1	100	Not exceeding 30	70	1.04

Except electric two-wheeler, e-rickshaw/e-carts, all electric vehicles shall be necessarily equipped with “**Electric Regenerative Braking System**”

2.2. All the vehicles need to be registered under CMVR, 1989 for becoming eligible for reimbursement of demand incentives.

2.3. The demand incentives shall be available for buyers (end users/consumers) in the form of reimbursement which will be credited to the accounts of registered owners by the Transport Department, GNCTD based on claim made by individual buyer through the dealer after the purchase of the vehicle. The application for incentive shall be made on-line by the dealer on behalf of the individual.

2.4 The demand incentives shall be payable to individual beneficiaries as well as registered companies. However, it will be limited to individual beneficiaries only in case of E-autos, E-rickshaws and E-carts and it will be limited to one-time incentive in these three categories of vehicles.

2.5. For all eligible EV models with advanced batteries, the OEMs and EOs shall ensure a three-year comprehensive warranty for the vehicle, including battery.

2.6. If the sale of the electric vehicle takes place without the battery (i.e. for models with swappable batteries), in accordance with Clause 5.3 of the Delhi EV Policy, 50% of the Purchase Incentive shall be provided to the vehicle owner and the remaining amount up to 50% would be provided to Energy Operators for defraying the cost of any deposit that may be required from the end users for use of a swappable battery. The incentive to fund the deposit of a swappable battery will be paid only once at the time of the purchase of a new vehicle and not subsequently on replacement of the battery.

2.7. The scrapping incentive under the Delhi EV Policy is applicable for the segments mentioned in Table 2 against scrapping of old ICE vehicles. The guidelines for claiming scrapping incentives are described in **Annexure A**.

Table 2: Eligible vehicle segments for scrapping incentive and respective amount

S.No	Vehicle Segment	Scrapping incentive available under Delhi EV Policy
1	Electric two-wheeler	Up to ₹5000/-
2	Electric auto-rickshaw	Up to ₹7500/-
3	Electric carrier (L5N, and N1)	Up to ₹7500/-

Note: The scrapping incentive shall be payable subject to condition that the vehicle should be scrapped by the dealer through authorized scrappers under the scrapping guidelines issued by Transport Department.

The scrapped vehicle should have been registered in the name of same person who is purchaser of an electric vehicle.

GNCTD will provide scrapping incentive (not exceeding the above-mentioned amount) on EVs, provided a matching contribution (adjusted in the invoice) is made by the dealer at the time of sale of the vehicle. For instance, If the dealer provides a contribution of ₹4,000 on replacing an old ICE two-wheeler, the consumer will be eligible for an additional ₹4,000 scrapping incentive from GNCTD. If the dealer provides a contribution of ₹6,000 on replacing an old ICE two-wheeler, the consumer will be eligible for ₹5,000 incentive (upper cap in Table 2) from GNCTD.

3. Registration of OEMs and eligible EV models

3.1. For the purpose of this Policy, an OEM (Original Equipment Manufacturer) may be defined as Proprietor, Private/ Public Company or Partnership Firm who are manufacturing any of the Vehicle(s) eligible under Delhi EV Policy.

3.2. The OEMs of existing models of EV, if already approved by Transport Department for sale in Delhi, will not be required to seek any fresh registration.

3.3. All vehicles approved and eligible for incentive under the Government of India's FAME-II scheme under the vehicle categories in Table 1 will automatically be eligible for demand incentives under the Delhi EV Policy 2020. The OEMs with approved models will be required to register themselves with Transport Department, GNCTD at the time of seeking authorization of sale of such models from Transport Department. The following documents shall be provided for the purpose of registration /considering eligibility of their EVs for incentive under this scheme to the Dy. Commissioner (Ops) at Transport Department (HQ): -

- a) OEM registration form (**Annexure B**)

- b) FAME-II certification for the period April-March for each eligible EV model (to be updated annually)
- c) List of all vehicle dealers and service stations in NCT of Delhi along with full addresses and phone numbers on company letterhead.
- d) Photographs of the type approved Vehicle(s)

3.4. All other OEMs with eligible EV models which are not approved under the FAME-II scheme will have to register themselves with the Transport Department, GNCTD by submitting application in the office of Dy. Commissioner (Ops), Transport Department, HQ at the time of seeking authorization of sale of type approved models of electric vehicles. The following document will be supplied: -

- a) OEM registration form (**Annexure B**)
- b) Company Registration Certificate
- c) GST Registration Certificate
- d) PAN Card
- e) List of all vehicle dealers and service stations in NCT of Delhi along with full addresses and phone numbers on company letterhead.
- f) Application for registration of eligible EV models and swappable battery models (if applicable) as per **Annexure C**
- g) Testing/Homologation certificate complying with the Delhi EV Policy eligibility criteria issued by a designated testing agency under the rule 126 of CMVR, 1989, including quality certificate and technical parameters
- h) Photographs of the type approved Vehicle(s)

Note: All the above EV models (under clause 3.4) will have to undergo a Conformity of Production COP test for all the eligibility parameters issued by recognized testing agencies at least once a year and submit the certificates for continued eligibility of their models under Delhi EV Policy.

3.5. After receipt of the complete application (as per clause 3.3 or 3.4. above), the Transport Department, GNCTD, will process it within 3 working days and if found in order, confirm the registration of OEM and eligible EV models. A unique "EV model code" will be generated for every eligible EV model. Demand incentives under Delhi EV Policy shall be admissible only from the date of registration of EV models.

4. Guidelines for Dealers at the time of Sale of EVs

4.1. The dealers of each approved OEM shall provide all information about the eligible EV models under Delhi EV Policy and the applicable demand and scrapping incentives at the time of sale to the consumer.

4.2. Each dealer at the time of sale of vehicle to the end user will collect the following information from the purchaser and shall also preserve one copy of all documents safely for at least 3 years from the date of sale:

- a) Application for incentive under Delhi EV Policy (**Annexure D**) – to be uploaded/submitted by the dealer on behalf of the purchaser at the same time as applying for the registration certificate (RC) for the vehicle.
- b) Copy of Aadhar Card (for all individual purchasers) linked to bank account
- c) Copy of valid address proof

- d) Provisional Registration Certificate (or receipt)
- e) Sales Invoice (showing OEM/dealer contribution towards scrapping incentive, if any)
- f) Scrapping certificate (if applicable)
- g) Copy of PAN Card in respect of Proprietary firms/agencies/companies
- h) In case the purchaser is a company, the registration number of the company under the Companies Act shall be obtained.
- i) In respect of the Central/State Govt. Departments/Defence supply, the purchase order from the respective Departments/Organizations etc.
- j) For any firm/company/agency, share a cancelled cheque from the consumer for bank account details (such as Bank Name and address, IFSC and A/c No)
- k) In case of commercial vehicles (e-autos, e-cabs, e-carriers etc.), valid permit details issued from respective Government agency stating that vehicle will be used for commercial purposes only

4.3. All dealers shall ensure that the uploaded/submitted Sales invoice (as per 4.2) should have the following information:

- a) Sale invoice No.
- b) Model Name (and Variant Name) along with EV model code (assigned by the Transport Department, GNCTD)
- c) Chassis Number
- d) Vehicle Registration Number (RC)
- e) Dealer Name
- f) Unique Battery Number
- g) Ex-factory price, and
- h) Scrapping incentive provided by the dealer as upfront discount (if applicable)

4.4. In case where the vehicle is sold without the battery, all dealers (in coordination with Energy Operator) will ensure that the sale invoice for the vehicle should also have the following information:

- a) Battery model and variant name along with code assigned by the Transport Department, GNCTD
- b) Deposit receipt no. for lease/rental of battery
- c) Deposit amount for the lease/rental of battery
- d) EO Name (registered company title)
- e) Unique Battery Number

4.5. The Dealer will have to enter the "EV Model Code" in the an on-line application / software, which will enable the incentive amount to be calculated based on battery type/capacity.

4.6. In case of individual buyer, the registration will be made strictly as per the name in Aadhar and in case, the name of the purchaser does not match with his/her Aadhar, he/she may be advised by the dealer to get the correction in Aadhaar done before seeking registration of the E-Vehicle.

4.7. Dealers will advise individual buyers to maintain/activate Aadhaar-linked Bank Account for disbursement of incentive directly into their account.

4.8. Dealers will have to ensure correctness of mobile number of purchaser before effecting the sale.

5. Verification by MLO

5.1. The MLO will ensure the following at the time of registration of E-Vehicles:

- a) The concerned MLO will match the name of purchaser with his/her Aadhar card to ensure correct payment in favour of purchaser.
- b) He will verify the residential address as per its proof furnished by the purchaser.
- c) In case of company, he will verify the registration number with the proof supplied by the purchaser and also verify from the website of Ministry of Corporate Affairs.
- d) The banking partner will verify the bank details for payment.
- e) The incentive shall be calculated through on-line application / software as per formula in the policy. The MLO will cross-check / test-check for any issue in the software as regard the details of battery and its capacity as furnished by the dealer.
- f) He will register the vehicle only after satisfying himself about the eligibility of the purchaser and he will recommend the incentive at the time of registration itself.

5.2. Subject to approval by the MLO, Transport Department, GNCTD, the Demand Incentive will be credited to the vehicle purchaser account within 7 working days of making the purchase.

6. Registration of Energy Operators, and process of claiming incentive for swappable battery models of EVs.

6.1. For the purpose of this Policy, an EO (Energy Operator) may be defined as Proprietor, Private/Public Company or Partnership Firm involved in leasing or renting batteries for electric vehicles.

6.2. For being eligible to avail benefits under the Delhi EV Policy, each EO (Energy Operator) shall apply for registration to the Transport Department, GNCTD by submitting online at <https://ev.delhi.gov.in/> :

- a) Application as per Performa at **Annexure E**
- b) Company Registration Certificate
- c) GST Registration Certificate
- d) PAN Card
- e) Certificate from at-least one OEM with eligible EV model under the Delhi EV policy, listing the battery models approved of the respective EO for the use with EVs eligible for GNCTD incentives.

6.3. After receipt of the complete application, the Transport Department, GNCTD, will process and if found in order, confirmation of registration of EO under the Delhi EV Policy will be conveyed to the respective EO, with an EO code, within 3 working days.

6.4. Demand incentive on account of swappable batteries under this Policy shall be admissible only from the date of registration of EO by the Transport Department, GNCTD. This incentive shall be payable by the GNCTD to the EOs for defraying the cost of the battery deposit at the time of the sale.

6.5. All EOs are expected to sign a lease agreement with the purchaser highlighting the amount of deposit charged by the EO and the amount adjusted as per the provisions of Delhi EV Policy.

6.6. For claiming incentive in the form of reimbursements, the EOs shall submit/upload the following documents to the EV cell of Transport Department, GNCTD maximum twice in a month:

- a) List/Summary of batteries leased out with unique identification number for each battery, model code and model name of EV for which battery has been leased and sale invoice details for EV- i.e., dealer name, invoice number and date of invoice) during the claim period and corresponding deposit charged and amount adjusted.
- b) Copy of lease agreement and deposit receipts for all batteries leased out during the claim period.

6.7. After receipt of the above-mentioned documents, the Transport Department, GNCTD, will process and if found in order, allow incentive as reimbursement to the EO as per the bank details submitted in **Annexure E**.

Note: Incentive paid out will be up to 50% of the demand incentive applicable to the EV model for which the swappable battery is being leased.

7. Power to GNCTD to Frame Guidelines/Procedure

GNCTD shall have the powers to depute its representative(s) to visit the premises/office/centre/workplace etc. of OEMs/Dealers/EOs as well as consumers/individual buyers for the purpose of inspection and verification purposes and may pass such orders or issue directions in relation thereto as it may deem fit;

8. Resolutions of Disputes

Any dispute shall be resolved by mutual discussion and reconciliation. In case of difference of opinion, decision of Commissioner (Transport), GNCTD shall be final.

Dy. Commissioner (Ops-I)

ANNEXURE A

Guidelines for Obtaining Scraping Incentive for Eligible Models under Delhi EV Policy

A. Procedure to be followed by the purchaser of an EV who wants to scrap their existing ICE vehicle

1. The consumer/owner has to visit a dealer engaged in the sales of Electric Vehicles and provide his/her old ICE vehicle along with Registration Certificate (RC) .

B. Procedure to be followed by the Dealer

1. The dealer shall accept the vehicle and RC from the EV purchaser and will file an application on behalf of the purchaser to the respective RTO requesting for the ICE vehicle to be scrapped and de-registered.
2. The RTO will render a 'No-Objection Certificate' (NOC) to the dealer once the application is scrutinized for no-dues on the vehicle. The scraping incentive will be paid with purchase incentive and dealer will be responsible for scrapping of vehicle.
3. The dealer would then present the NOC along with the original RC of the vehicle and the vehicle to be scrapped to an authorized scrapper at the time of scrapping.
4. The dealer should then receive a 'Scrapping Certificate', a piece of the chassis with an identification number and a CD evidencing the scrapping from the authorized scrapper. The dealer will provide the Scrapping Certificate, CD, piece of chassis and RC to the RTO as evidence of scrapping and in turn receive a final Scrapping Certificate and confirmation of de-registration from the RTO
5. Dealer will upload a copy of Scrapping Certificate.

C. Procedure to be followed by the Authorized Scrapper

Authorized Scappers have to adhere to Guidelines issued by GNCTD for scrapping of motor vehicles in Delhi (dated, August 24, 2018), as amended from time to time.

ANNEXURE B

OEM Registration Form under Delhi EV Policy 2020

To,
The Commissioner (Transport),
Transport Department, GNCTD

Subject: Application for manufacturer registration under the Delhi EV Policy

Dear Sir/Madam,

We are Original Equipment Manufacturer (OEM) intending to manufacture EVs and wish to avail the benefits offered under the Delhi EV Policy 2020. We, therefore, apply for registration with GNCTD for the Delhi EV Policy. Requisite information/documents are furnished below.

A. Manufacturer information:

S. no	Particulars	Provide details	Self-attested copy: Attached (Y/N/NA)
1	Name of OEM (with type: Proprietorship, Partnership or Company)		
2	Type of OEM: - Proprietorship - Partnership - Company		
3	Company Registration Certificate No. (if applicable)		
4	GST Registration Number		
5	PAN Card Number		
6	Registered Office (address, contact number and email address)		
7	Name of the authorized person (with address, contact number and email address)		

8	No of Dealers and Service Stations in NCR	List and addresses of each dealer/service station to be submitted in separate sheet	
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B. Declaration & Undertaking:

We declare that the information provided here-in-above is correct and true to the best of our knowledge. We undertake to abide by all the terms and conditions of the Policy as well as the instructions/guidelines/decisions to be issued/taken by GNCTD from time to time with respect to the Policy.

Thanking you,
Yours sincerely,

(Signatures of authorized Signatory)
Name & Designation
Manufacturer Name

(Affix the official SEAL)

Date:

Place:

Note :- Before seeking registration under this policy, the OEM should get the approval for sale of EV from Transport Department as per the existing policy. Only those models should be registered, for which model approval has been granted by the Transport Department.

ANNEXURE C

Manufacturer Registration Form for EV/Battery Model

(Fill one form for each EV model)

S. no	Particulars	OEM Inputs	Remarks
1	Manufacturer Name		
2	EV Model Name		
3	Variant (s) Name	1. 2. 3.	
4	Vehicle Category (as per CMVR)		
5	Battery Type/Chemistry and other Battery Parameters		
6	Battery Power in KWh		
7	Ex-showroom price of the vehicle (include FAME II subsidy, if any)		
8	Estimated purchase incentive amount to be claimed by the consumer as per Delhi EV Policy 2020		
9	Name of test agency where vehicle type approval conducted		
<u>Office Use Only – To be allotted by the Transport Department, GNCTD</u>			
10	EV Model Code		

Note:

- In the Field 4: Specify vehicle category as per CMVR-L1/L2/M1 etc.
- In the Field 5: Specify the Battery Type: Advanced Type, chemistry etc.
- This form shall be submitted /uploaded for each model separately.

Please provide the following information regarding swappable battery models to be used with this EV model (if applicable):

Swappable Battery Name (& Variant)	Energy Operator (EO) Name	Swappable Battery Capacity (in kWh)	Deposit charged by EO from end user for swappable battery	Estimated Incentive Amount to be claimed by EO

Declaration & Undertaking:

We declare that the information provided here-in-above is correct and true to the best of our knowledge. We undertake to abide by all the terms and conditions of the Policy as well as the instructions/guidelines/decisions to be issued/taken by GNCTD from time to time with respect to the Policy.

Thanking you,
Yours sincerely,

(Signatures of authorized Signatory)
Name & Designation
Manufacturer Name

(Affix the official SEAL)

Date:

Place:

ANNEXURE D

Application for Claiming Purchase/Scrapping Incentive on EVs

(The application form shall be filled by the purchaser and verified by dealer. The on-line application shall be filled by dealer on behalf of the purchaser along with filling application for Registration Certificate for the vehicle)

A. Information about Consumer:

S. no	Particulars	Provide Details
1	Customer Name	
2	Customer Address	
3	Aadhar Card No. (for individuals)	
4	Customer Address Proof in Delhi	
5	Customer Mobile Number	
6	Customer Email ID (Optional)	
7	Single/Bulk Purchase	
8.	Bank Details (FOR NON-INDIVIDUAL BUYERS ONLY) a. Account Holder Name: b. Name of Bank: c. Name of Branch. d. Account No: e. IFSC Code: f. MICR Code	

B. Information about Vehicle:

S.no.	Particulars	Provide Details
1	Manufacturer Name	
2	Dealer Name and Address	
3	EV Model Code	
4	Vehicle Model and Variant	
5	Registration Number	
6	Dealer Invoice No.	

7	Dealer Invoice Amount			
8	Purchase incentive as per policy			
9	Energy Operator Name (if applicable) and EO Code			
10	Deposit amount charged for lease/rental of battery by Energy Operator (EO) (if applicable)			
11	Deposit amount adjusted for the battery by EO (if applicable)			
12	Scrapping Incentive from OEM/Dealer adjusted in Dealer Invoice (if applicable)			
13	Total incentive amount (Purchase + Scrapping incentive)			
14	Chassis No., Vehicle Registration Number (RC) and unique battery number(s) (Please add an additional sheet if required)	<i>Chassis No.</i>	<i>Vehicle Registration No.</i>	<i>Unique Battery No.</i>

Declaration by the consumer

I/We declare that the information provided here-in-above are correct and true to the best of our knowledge. I/We undertake to abide by all the terms and conditions of the Policy as well as the instructions/guidelines/decisions to be issued/taken by GNCTD from time to time with respect to the Policy.

I hereby authorise the dealer to fill the on-line application for obtaining purchase incentive from Govt. of Delhi.

Thanking you
Yours sincerely

(Signatures of authorized Signatory)
Name:

I hereby certify that the information given in the above form is correct as per the type approved model of the vehicle and incentive has been filled up strictly as per the EV Policy guidelines.

I will also be responsible for any wrong information in this regard.

(Signatures of authorized Signatory of Dealer)
Name / Stamp of Dealer

Annexure E

Registration Form for Energy Operators (EO) under Delhi EV Policy

To,
The Commissioner (Transport),
Transport Department, GNCTD

Subject: Application for Energy Operator registration under the Delhi EV Policy

Dear Sir/Madam,

We intend to provide batteries for electric vehicles by renting/leasing on a subscription model, and wish to avail the benefits offered under the Delhi EV Policy 2020 and are willing to avail incentives under this Policy. We, therefore, apply for registration with GNCTD for the Delhi EV Policy. We furnish requisite information/documents as give below.

A. Energy Operator (EO) information:

S.no.	Particulars	Provide details	Self attestedcopy : Attached (Y/N/NA)
1	Name of EO ((with type: Proprietorship, Partnership or Company)		
2	Company Registration Certificate No. (if applicable)		
4	GST Registration Number		
5	PAN Card Number		
6	Registered Office (Address, Phone number, Number; and E-mail ID)		
7	Name of the authorized person (with Postal Address, contact numbers and Email ID)		

8	Bank Details a. Account Holder Name: b. Name of Bank: c. Name of Branch. d. Account No: e. Account Type (SAVING or CURRENT). f. IFSC Code: g. MICR Code		
9	No of Leasing/Service Stations in NCR	List and addresses of each leasing/service station to be submitted in separate sheet	
<u>For Office Use – To be allotted by the GNCTD</u>			
10	Energy Operator code		

B. Declaration & Undertaking:

We declare that the information provided here-in-above are correct and true to the best of our knowledge. We undertake to abide by all the terms and conditions of the Policy as well as the instructions/guidelines/decisions to be issued/taken by GNCTD from time to time with respect to the Policy.

Thanking you,
Yours sincerely,

(Signatures of authorized Signatory)
Name & Designation
Organizations Name

(Affix the official SEAL)

Date:

Place: