

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

No. DC/OPS/EV/TPT/2020/147/46684

Date: May 25, 2022

**Operational Guidelines for Delivery of Demand Incentives to e-cycles  
under the 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 demand incentives for e-cycles 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.

s/d

(Vinod Kumar Yadav)  
Dy. Commissioner (EV)

No. DC/OPS/EV/TPT/2020/147/46684

Dated: May 25<sup>th</sup>, 2022

Copy for information to –

1. Secretary to Hon'ble Minister of (Transport)
2. PA to Secy-cum-Commissioner (Transport)
3. Vice Chairman, DDC
4. PS to Spl. Commr. (Road Safety), Transport
5. PS to Spl. Commr. (Ops), Transport
6. PS to Spl. Commr. (EV), Transport
7. PPS to Joint Commissioner (Ops), Transport
8. All Dy. Commissioners (Transport)
9. DCA, Transport Deptt.
10. All DTOs (Transport)
11. AICMA, sgaicma@gmail.com
12. Guard file

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**Operational guidelines for delivery of demand incentives to e-cycles under Delhi  
Electric Vehicle Policy 2020**

**1. Introduction**

- 1.1. The provision to incentivize electric cycles (passenger and cargo) was approved vide Cabinet Decision No. 3075 dated 05.04.2022. Accordingly, the demand incentive on electric cycles is valid for the first 10,000 electric cycles.
- 1.2. This document provides the operational guidelines for delivery of all demand incentives offered on electric cycles (passenger and cargo) under Delhi EV Policy i.e. Purchase, Top-Up and Scrapping Incentives.

**2. Demand Incentives**

- 2.1. As per the amendment to the Delhi EV Policy (Policy), the demand incentive shall be applicable for first 10,000 e-cycles (passenger and cargo), such that
  - 2.1.1. E-cycles are eligible for a purchase incentive of 25% of the e-cycle price (not exceeding INR. 5,500 per vehicle). An additional INR. 2,000 to the first 1,000 individual owners of e-cycles.
  - 2.1.2. E-cargo cycles are eligible for a purchase incentive of 33% of the e-cycle price (not exceeding INR. 15,000 per vehicle).
- 2.2. The demand incentives shall be applicable on purchase of passenger and cargo e-cycles such that e-cycles are based on advanced battery chemistry. Further, the e-cycles (passenger and cargo) shall be eligible to claim demand incentives if they meet the below mentioned eligibility criteria:

**Table 1:** E-cycle category and their respective eligibility criteria for Delhi EV Policy

Vehicle category	Vehicle eligibility criteria			
	Min. vehicle Range (in km)	Max. Top Speed (km/h)	Unladen weight (excluding battery)	Max. 30min power output (in W)
E-cycle (passenger)	20	Not exceeding 25 km/h	60	Not exceeding 250
E- cycle (cargo)	40	Not exceeding 25 km/h	60	Not exceeding 250

**Note:** The eligibility criterion (except min. vehicle range) will have to be certified by accredited testing agencies under Rule 126 of CMVR. The range of the e-cycles shall be declared in the annexure C. In addition, battery of e-cycle model variants must be BIS16046/AIS048 certified to strengthen the safety norms.

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- 2.3. All e-cycles (with pedal) need to be certified by a designated testing agency under the rule 126 of CMVR, 1989, such that the e-cycles are **compliant to CMVR requirement as per the exemption criteria certified in GSR 291 (E) dated 24.04.2014.**
  - 2.4. The applicable demand incentives shall be available for buyers (individuals and businesses) in the form of reimbursement which will be credited to the accounts of owners by the Transport Department, GNCTD based on claims made by the buyer through the OEM or dealer after the purchase of the e-cycle(s). The application for incentive shall be made through an online platform by the OEM or dealer on behalf of the buyer.
  - 2.5. The demand incentives shall be payable to individual beneficiaries as well as businesses with a valid GST registration. However, the top-up incentive of INR. 2000 per vehicle on passenger-cycle is only applicable for the first 1000 individual owners.
  - 2.6. E-cargo cycles will also be eligible for a scrapping incentive of up to INR. 3000 per e-cycle under the Delhi EV Policy, against scrapping of old ICE vehicles. The guidelines for claiming scrapping incentives are described in **Annexure A.**
  - 2.7. The scrapping incentive shall be payable subject to the following conditions:
    - 2.7.1. The ICE vehicle is scrapped through a Scrapper authorized by the Transport Dept. in accordance with the existing scrapping guidelines.
    - 2.7.2. The incentive shall be subject to a matching contribution (adjusted in the invoice upfront) made by the OEM or dealer at the time of sale of the e-cycle(s). For instance, if the OEM or dealer provides a contribution of ₹2,000 on replacing an old ICE vehicle, the consumer will be eligible for an additional ₹2,000 scrapping incentive from GNCTD. If the OEM or dealer provides a contribution of ₹4,000 on replacing an old ICE two-wheeler, the consumer will be eligible for ₹3,000 incentive.
- 3. Registration of OEMs and eligible e-cycle models**
- 3.1. For this Policy, an OEM (Original Equipment Manufacturer) may be defined as Proprietor, Private/ Public Company or Partnership Firm who are manufacturing any of the e-cycle(s) eligible under Delhi EV Policy.
  - 3.2. The OEM intending to seek approval of their e-cycles under the Policy, will be required to register themselves with the EV Cell of Transport Department, GNCTD. For the process of application, 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 (EV) at Transport Department (HQ):
    - 3.2.1. OEM registration form (**Annexure B**)
    - 3.2.2. Application for registration of eligible e-cycle model(s) (if applicable) as per **Annexure C**
    - 3.2.3. Test Report/Certificate of each e-cycle model and their respective variant complying with parameters described under section 2.2 (above)
    - 3.2.4. Photographs of each e-cycle model and their respective variant

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- 3.3. After receipt of the complete application (as per clause 3.2 above), the Transport Department, GNCTD, will process it within 5 working days and if found in order, confirm the registration of OEM and eligible e-cycle models.
- 3.4. A unique “model code” will be generated for every eligible e-cycle model.
4. **Guidelines for OEM and Dealers prior to the sale of e-cycle(s)**
  - 4.1. The OEM/Dealer(s) shall be responsible to upload **production (or dispatched) data for Delhi** each month, on the digital portal provided by the Transport Dept, GNCTD.
  - 4.2. The Production Data will include the following parameters for each e-cycle produced:
    - 4.2.1. Unique Frame Number
    - 4.2.2. Unique Battery No.
    - 4.2.3. Unique Motor No.
    - 4.2.4. Name of the mode variant and aspects like color, vehicle dimension and wheel height.
5. **Guidelines for OEM and Dealers at the time of sale of e-cycle(s)**
  - 5.1. The dealer(s) of each approved OEM is expected to provide all information about the eligible e-cycle models approved under Delhi EV Policy and the applicable demand and scrapping incentives at the time of sale to the consumer.
  - 5.2. 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:
    - 5.2.1. Sales Invoice (showing OEM/dealer contribution towards scrapping incentive, if any)
    - 5.2.2. ICE Scrapping certificate (if applicable)
    - 5.2.3. Copy of GST and PAN Card in respect of Proprietary firms/agencies/companies
    - 5.2.4. In respect of the Central/State Govt. Departments/Defense supply, the purchase order from the respective Departments/Organizations.
    - 5.2.5. A cancelled cheque from the purchaser for bank account details (such as Bank Name and address, IFSC and A/c No)
    - 5.2.6. An undertaking from the purchaser which states that:
      - 5.2.6.1. They will not transfer, gift and transport the incentivized e-cycle outside the boundaries of Delhi for the first year of the Policy.
  - 5.3. All OEM or dealer shall ensure that the uploaded/submitted sales’ invoice (as per 5.2) should have the following information:
    - 5.3.1. Sale invoice No.
    - 5.3.2. Unique Frame Number
    - 5.3.3. Unique Battery No.
    - 5.3.4. Unique Motor No.
    - 5.3.5. Model Name (and Variant Name)
    - 5.3.6. Sale price, and
    - 5.3.7. Scrapping incentive provided by the OEM or dealer as upfront discount (if applicable)

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- 5.4. The OEM or dealer will have to enter the 'unique frame number' on an online application/software, which will enable the incentive amount to be calculated automatically.
  - 5.5. In case of individual buyer, the name of the sale's invoice should be strictly as per the name in Aadhaar and in case, the name of the purchaser does not match with his/her Aadhaar, he/she may be advised by the OEM or dealer to seek correction before application of incentive.
  - 5.6. Dealers will advise individual buyers to maintain/activate Aadhaar-linked Bank Account for disbursement of incentive directly into their account.
  - 5.7. Dealers will have to ensure correctness of mobile number of purchasers before affecting the sale.
- 6. Verification of claim by the competent authority**
- 6.1. The competent authority designated by the Transport Dept. GNCTD will ensure the following aspects during verification of incentive claim requests:
    - 6.1.1. In case of individuals, the name of the purchaser shall be the same as on her/his Aadhaar card to ensure correct payment in favour of the purchaser.
    - 6.1.2. In case firm/company/agency, the name of purchaser shall be the same as on their GST and PAN.
    - 6.1.3. The banking partner will verify the bank details for payment.
    - 6.1.4. Subject to approval by the competent authority, the Demand Incentive will be credited to the vehicle purchaser account within 7 working days.
- 7. Resolutions of Disputes**
- 7.1. Any dispute shall be resolved by mutual discussion and reconciliation. In case of difference of opinion, decision of Commissioner (Transport), GNCTD shall be final.

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**ANNEXURE A**

**Guidelines for obtaining scrapping incentive for eligible models of e-cycles under  
Delhi EV Policy**

1. Procedure to be followed by the purchaser of an EV who wants to scrap their existing ICE vehicle
  - 1.1. The consumer/owner has to visit a dealer engaged in the sales of e-cycles and provide his/her old ICE vehicle along with Registration Certificate (RC).
2. Procedure to be followed by the Dealer
  - 2.1. The dealer shall accept the vehicle and RC from the e-cycle purchaser and will file an application on behalf of the buyer to the respective RTO requesting for the ICE vehicle to be scrapped and de-registered.
  - 2.2. The RTO will render a 'No-Objection Certificate' (NOC) to the dealer once the application is scrutinized for no-dues on the vehicle. The scrapping incentive will be paid with purchase incentive and the dealer will be responsible for scrapping of the vehicle.
  - 2.3. 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.
  - 2.4. 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.
  - 2.5. 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.
  - 2.6. Dealer will upload a copy of the Scrapping Certificate.
3. Procedure to be followed by the Authorized Scrapper
  - 3.1. 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.

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**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:**

<b>S. no</b>	<b>Particulars</b>	<b>Provide details</b>	<b>Self-attested copy: Attached (Y/N/NA)</b>
1	Name of OEM (with type: Proprietorship, Partnership or Company)		
2	Type of OEM [Proprietorship, Partnership or 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	

**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.

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Thanking you,  
Yours sincerely,

(Signatures of authorized Signatory)  
Name & Designation  
Manufacturer Name

(Affix the official SEAL)

Date:

Place:



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ANNEXURE C**

**Manufacturer Registration Form for E-Cycle**  
(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	Test Report Reference Number		
5	Battery Type/Chemistry and other Battery Parameters		
6	(A) Battery Capacity, (B) System Voltage		As per Mentioned in BIS
7	(C) Battery Power in KWh (C) = (A)*(B)		
8	(D) Motor Power, (E) Max. Speed		as per AIS041 certified by accredited agencies
9	Theoretical range calculation in Km's (C/D) *(E)		
10	Sale price of the vehicle		
11	Estimated purchase incentive amount to be claimed by the consumer as per Delhi EV Policy 2020		
12	Name of test agency where vehicle type approval conducted		

**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.

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Thanking you,  
Yours sincerely,

(Signatures of authorized Signatory)  
Name & Designation  
Manufacturer Name  
(Affix the official SEAL)

Date:  
Place:

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**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 purchase)*

A. Information about Consumer:

<b>S. no</b>	<b>Particulars</b>	<b>Provide Details</b>
1	Customer Name	
2	Customer Address	
3	Aadhaar Card No. (for individuals)	
4	Customer Address Proof in Delhi	
5	Customer Mobile Number	
6	Customer Email ID (Optional)	
7.	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:

<b>S.no.</b>	<b>Particulars</b>	<b>Provide Details</b>
1.	Manufacturer Name	
2.	Dealer Name and Address	
3.	Vehicle Model and Variant	
4	Invoice No.	
5	Invoice Amount	
6	Purchase incentive as per policy	

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7	Scrapping Incentive from OEM/Dealer adjusted in Dealer Invoice (if applicable)	
8	Total incentive amount (Purchase + Scrapping incentive)	

**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