PUBLIC WORKS DEPARTMENT SECRETARIAT
GOVT OF NCT OF DELHI
3rd FLOOR, MSO BUILDING, IP ESTATE, ITO, NEW DELHI-02

F. No. PWDS-A021/1/2025/E-289584/dsallot1/458-462 Dated: 18/05/2026

ORDER

Sub: - Implementations of various Orders/Circular/Advisory dated 15.05.2026 issued by General Administration Department (GAD), GNCTD on the following subjects:-

1. Regarding "Metro Monday" Initiative under "Mera Bharat, Mera Yogdan" Campaign- use of Metro services on Mondays by public servants.
2. Measures for saving fuel and rationalisation of fuel consumption in respect of Staff Cars under GNCTD.
3. Advisory regarding adoption of Work from Home arrangement and online work systems for saving fuel.
4. Advisory regarding adoption of virtual meetings, video conferencing and digital coordination mechanisms for saving fuel.
5. Advisory regarding adoption of Carpooling and Shared Transportation Practices for saving fuel.
6. Measures for preventation of misuse and rationalisation of electricity consumption in Government offices under GNCTD.
7. Implementation of Staggered Office Timings in Government Offices under GNCTD and MCD to save fuel consumption.

All officers/officials of PWD, GNCTD are hereby directed to strictly comply with the instructions/directions given in above said Order/Circular/Advisory with immediate effect.

(S.P. Gupta)
Deputy Secretary (Admn.)

Encl: As above.

F. No. PWDS-A021/1/2025/E-289584/dsallot1/458-462 Dated: 18/05/2026

Copy to: -

1. E-in-C, PWD, MSO Building, 12th Floor, New Delhi.
2. PS to Pr. Secretary (PWD), MSO Building, 3rd Floor, New Delhi.
3. PS to Spl. Secretary-I (PWD), MSO Building, 3rd Floor, New Delhi.
4. PS to Spl. Secretary-II (PWD), MSO Building, 3rd Floor, New Delhi.
5. Guard file.

(S.P. Gupta)
Deputy Secretary (Admn.)

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/844/GAD/CN/2026/2934-2947 **Dated:** 15/05/26

ORDER

Sub: Implementation of Staggered Office Timings in Government Offices under GNCTD and MCD to save fuel consumption

In pursuance of the appeal made by the Hon'ble Prime Minister of India to save fuel consumption, the Government of National Capital Territory of Delhi has decided to implement staggered office timings for Government offices under GNCTD and Municipal Corporation of Delhi (MCD), with a view to reducing traffic congestion during peak hours and helping save fuel arising from traffic bottlenecks.

Accordingly, the following office timings shall come into force with immediate effect and shall remain in operation till further orders:

Offices under Government of NCT of Delhi (GNCTD) (including field offices)	10:30 AM to 7:00 PM
Offices under Municipal Corporation of Delhi (MCD) (including field offices)	8:30 AM to 5:00 PM

By Order and in the name of the
Hon'ble Lieutenant Governor of the National Capital Territory of Delhi

Pradeep 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

F. No. 53/844/GAD/CN/2026/2934-2947 **Dated:** 15/05/26

Copy to:

i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54
ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi
iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi
iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi-54
v. Staff Officer to Chief Secretary, Delhi
vi. Joint Secretary (UT), Ministry of Home Affairs, North Block, New Delhi – 110001
vii. All ACS, Pr. Secretaries, Secretaries, HODs, and Heads of Autonomous bodies, GNCTD
viii. Commissioner of Police, Delhi
ix. Commissioner, Municipal Corporation of Delhi
x. Chairman, New Delhi Municipal Council
xi. Vice Chairman, Delhi Development Authority
xii. Chief Executive Officer, Delhi Cantonment Board
xiii. Deputy Secretary (I.T.), Department of Information Technology, GNCTD – to place a copy of this order prominently on the website of GNCTD
xiv. Guard File

Pradeep 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/845/GAD/CN/2026/Part-VI/ 2844-2854 **Dated:** 15/05/2026

CIRCULAR

Sub: Regarding "Metro Monday" Initiative under "Mera Bharat, Mera Yogdan" Campaign - use of Metro services on Mondays by public servants

In pursuance of the appeal made by the Hon'ble Prime Minister of India for saving fuel, Hon'ble Council of Ministers, Hon'ble Members of Legislative Assembly, senior officers and all Government servants of NCT of Delhi shall use Metro services for commuting to and from offices on Mondays, wherever feasible, as part of the **"Metro Monday"** initiative of the Government of NCT of Delhi.

This issues with the approval of the Competent Authority.

Pradeep T 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

F. No. 53/845/GAD/CN/2026/Part-VI/ 2844-2854 **Dated:** 15/05/2026

Copy to:

i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54
ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi
iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi
iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi-54
v. Staff Officer to Chief Secretary, Delhi
vi. All ACS, Pr. Secretaries, Secretaries, HODs, and Heads of Autonomous bodies, GNCTD
vii. Commissioner, Municipal Corporation of Delhi
viii. Chairman, New Delhi Municipal Council
ix. Vice Chairman, Delhi Development Authority
x. Chief Executive Officer, Delhi Cantonment Board
xi. Deputy Secretary (I.T.), Department of Information Technology, GNCTD – to place a copy of this order prominently on the website of GNCTD
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Pradeep T 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/845/GAD/CN/2026/ 2855-2865 **Dated:** 15/05/2026

ORDER

Sub: Measures for saving fuel and rationalisation of fuel consumption in respect of Staff Cars under GNCTD

In pursuance of the appeal made by the Hon'ble Prime Minister of India for saving fuel, it has been decided to undertake measures for rationalisation of usage of staff cars in Government offices under GNCTD.

Accordingly, the following directions shall be strictly adhered to:

i. Staff cars shall be parked at offices or locations nearest to the place of official duty so as to minimise dead mileage.

ii. All officers having staff cars shall get the average petrol consumption calculated on a four-month basis, i.e., January to April, 2026, and ensure minimum 20% savings over the average petrol consumption.

iii. The ceiling for fuel consumption for each staff car shall be restricted to 200 litres per month instead of 250 litres per month and to 160 litres per month instead of 200 litres per month, wherever applicable, till further orders. However, in cases where the average petrol consumption calculated under clause (ii) is lower than the prescribed limit under this clause, the provisions of clause (ii) shall prevail.

iv. Departments/Offices shall encourage increased use of Electric Vehicles (EVs), wherever available, for official purposes.

v. The concerned controlling officers shall maintain proper monitoring of fuel consumption and usage of staff cars under their administrative control.

This issues with the approval of the Competent Authority.

Pradeep 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

F. No. 53/845/GAD/CN/2026/2855 – 2865 **Dated:** 15/05/2026

Copy to:

i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54
ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi
iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi
iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi-54
v. Staff Officer to Chief Secretary, Delhi
vi. All ACS, Pr. Secretaries, Secretaries, HODs, and Heads of Autonomous bodies, GNCTD
vii. Commissioner, Municipal Corporation of Delhi
viii. Chairman, New Delhi Municipal Council
ix. Vice Chairman, Delhi Development Authority
x. Chief Executive Officer, Delhi Cantonment Board
xi. Deputy Secretary (I.T.), Department of Information Technology, GNCTD – to place a copy of this order prominently on the website of GNCTD
xii. Guard File

Pradeep 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/845/GAD/CN/2026/ 2888-2899 **Dated:** 15/05/2026

ADVISORY

Sub: Advisory regarding adoption of Work From Home arrangements and online work systems for saving fuel

In pursuance of the appeal made by the Hon'ble Prime Minister of India for saving fuel, all Departments, Autonomous Bodies, Local Bodies and PSUs under GNCTD are advised to adopt Work From Home arrangements for officers and employees for two days in a week, i.e., every Wednesday and Saturday, wherever feasible.

The Heads of Departments concerned may take appropriate measures for implementation of the above arrangements, keeping in view the functional requirements of the Department and ensuring that official work and public service delivery are not adversely affected.

All Departments are also advised to encourage virtual meetings, video conferencing and digital coordination mechanisms so as to minimise non-essential travel and save fuel.

The above advisory shall not extend to Hospitals/ health establishments, Electricity, Water, Sanitation and related municipal services, and other essential/emergency services.

This issues with the approval of the Competent Authority.

Pradeep 15.5.26

Pradeep Tayal
Joint Secretary (GAD)

F. No. 53/845/GAD/CN/2026/ 2888-2899 **Dated:** 15/05/2026

Copy to:

i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54

ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi

iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi

iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi-54

v. Staff Officer to Chief Secretary, Delhi

vi. All ACS, Pr. Secretaries, Secretaries, HODs, and Heads of Autonomous bodies, GNCTD

vii. Commissioner, Municipal Corporation of Delhi

viii. Chairman, New Delhi Municipal Council

ix. Vice Chairman, Delhi Development Authority

x. Chief Executive Officer, Delhi Cantonment Board

xi. Deputy Secretary (I.T.), Department of Information Technology, GNCTD – to place a copy of this order prominently on the website of GNCTD

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Pradeep 15.5.2026

Pradeep Tayal

Joint Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/845/GAD/CN/2026/Part-II/2900 - 2910 **Dated:** 15/05/2026

ADVISORY

Sub: Advisory regarding adoption of virtual meetings, video conferencing and digital coordination mechanisms for saving fuel

In pursuance of the appeal made by the Hon'ble Prime Minister of India for saving fuel, all Departments, Autonomous Bodies, Local Bodies, and PSUs under GNCTD are advised to encourage adoption of virtual meetings, video conferencing and other digital coordination mechanisms so as to minimise non-essential travel.

Accordingly, the following measures are issued for strict adherence:

i. All Departments, Autonomous Bodies, Local Bodies, and PSUs under GNCTD are advised to adopt virtual meeting platforms and video conferencing as the default mode for convening meetings, wherever feasible.

ii. Physical attendance of officers in routine meetings may be avoided, unless the invited Officers are functioning in the same Building/Complex.

iii. In cases where the invited Officers are not functioning in the same Building/Complex, the meetings should be conducted through VC, to the extent possible.

iv. Departments are directed to ensure optimal utilisation of existing VC infrastructure available in their offices, and to facilitate seamless participation of officers in virtual meetings without procedural or logistical constraints.

v. Departments are further advised to progressively adopt digital coordination mechanisms for routine inter-departmental communications, follow-ups, and periodic reviews, so as to reduce dependency on physical meetings and associated travel.

This issues with the approval of the Competent Authority.

15.5.2026

Pradeep Tayal

Joint Secretary (GAD)

F. No. 53/845/GAD/CN/2026/ Part-II/ 2900-2910 **Dated:** 15/05/2026

Copy to:

i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54
ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi
iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi
iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi.
v. Staff Officer to Chief Secretary, Delhi
vi. All ACS, Pr. Secretaries, Secretaries, HODs, and Heads of Autonomous bodies, GNCTD
vii. Commissioner, Municipal Corporation of Delhi
viii. Chairman, New Delhi Municipal Council
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x. Chief Executive Officer, Delhi Cantonment Board
xi. Deputy Secretary (I.T.), Department of Information Technology, GNCTD – to place a copy of this order prominently on the website of GNCTD
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15.5.2026

Pradeep Tayal

Joint Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/845/GAD/CN/2026/ 2911-2922 **Dated:** 15/05/2026

ADVISORY

Sub: Advisory regarding adoption of Carpooling and Shared Transportation Practices for Saving Fuel

In pursuance of the appeal made by the Hon'ble Prime Minister of India for saving fuel, all Government servants and residents of Delhi are advised to adopt carpooling, shared transportation practices and use of public transport.

All Heads of Departments and Offices are advised to encourage officers and staff residing in nearby localities to travel together instead of using separate vehicles individually, so as to minimise avoidable fuel consumption and reduce traffic congestion during peak hours. All officers and staff using Government vehicles are sincerely advised to adopt carpooling with at least one other Government servant of his/her choice.

Residents of Delhi are also encouraged to voluntarily observe one day in a week of their choice as a **"No Vehicle Day"** by avoiding/ minimising the use of private vehicles.

All Government servants and residents are also advised to make optimum use of public transportation systems, including Metro services and public buses, wherever feasible.

This issues with the approval of the Competent Authority.

Pradeep 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

F. No. 53/845/GAD/CN/2026/ 2911-2922 **Dated:** 15/05/2026

Copy to:

i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54

ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi

iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi

iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi-54

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Pradeep 15.5.2026

Pradeep Tayal

Joint Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/845/GAD/CN/2026/Part-IV/2923-2933 **Dated:** 15/05/2026

ORDER

Sub: Measures for prevention of misuse and rationalisation of electricity consumption in Government offices under GNCTD

In pursuance of the appeal made by the Hon'ble Prime Minister of India regarding saving fuel and energy, it has been decided to undertake measures for prevention of misuse and rationalisation of electricity consumption in Government offices under GNCTD.

Accordingly, all Heads of Departments, Offices, Autonomous Bodies, Local Bodies and PSUs under GNCTD shall ensure compliance of the following measures in their respective offices and establishments:

i. Judicious and need-based use of electricity shall be ensured in all Government offices and establishments under their administrative control.

ii. Unnecessary use of lighting fixtures during daytime shall be avoided to the maximum extent possible. Natural lighting may be optimally utilised wherever feasible. Over-lighting of rooms, corridors, common areas and office premises shall be avoided, and only essential lighting as per functional requirement shall be used. Departments/Offices shall also consider installation of master switches to ensure automatic switching off of lights and electrical equipment in rooms/areas not in use so as to prevent avoidable electricity consumption.

iii. Air-conditioners shall be operated in an energy-efficient manner (preferably at 24–26°C) and unnecessary cooling of office spaces shall be avoided. Lights, fans, air-conditioners, coolers, computers, printers, photocopiers and other electrical equipment shall be switched off when not in use and mandatorily after office hours.

iv. Officers and staff may be suitably sensitised regarding the need for energy conservation and prevention of avoidable electricity consumption in Government offices.

This issues with the approval of the Competent Authority.

Pradeep 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)

F. No. 53/845/GAD/CN/2026/ Part-IV/ 2923-2933 **Dated:** 15/05/2026

Copy to:

i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54

ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi

iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi

iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi.

v. Staff Officer to Chief Secretary, Delhi

vi. All ACS, Pr. Secretaries, Secretaries, HODs, and Heads of Autonomous bodies, GNCTD

vii. Commissioner, Municipal Corporation of Delhi

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xi. Deputy Secretary (I.T.), Department of Information Technology, GNCTD – to place a copy of this order prominently on the website of GNCTD

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Pradeep 15.5.2026

Pradeep Tayal
Joint Secretary (GAD)