

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF SCIENCE & TECHNOLOGY &  
RENEWABLE ENERGY**

No. S&T&RE/2022/1035.

Chandigarh, dated the 17 Oct, 2022

**The detailed guidelines for release of incentives under  
EV policy Chandigarh 2022**

In pursuance of the provision under Chapter 4.1 of Chandigarh Electric Vehicle Policy-2022 notified vide dated 20.09.2022, the Adviser to the Administrator, is pleased to approve the "**Standard Operating Procedure for Release of Financial Incentives**" with an objective to provide affordable Electric Vehicle shift in Chandigarh. This shall come into effect for the E-Vehicles purchased and registered in Chandigarh on or after 20.09.2022. The details of the guidelines are enclosed herewith.

Chandigarh dated:  
the 07<sup>th</sup> October 2022


**DHARAM PAL, IAS**  
Adviser to the Administrator  
Chandigarh Administration

Endst.No. S&T&RE/2022/1036

Chandigarh, Dated the 17 Oct 2022

A copy is forwarded to all HODs/ Boards/ Corporations, Chandigarh Administration for information.

**Encl: As Above**


  
(Debendra Dalai), IFS  
Secretary (S&T&RE)

Chandigarh Administration

Endst.No. S&T&RE/2022/1037

Chandigarh, Dated the 17 Oct 2022

1. PS to Adviser to the Administrator, for kind information please.

  
(Debendra Dalai), IFS  
Secretary (S&T&RE)

Chandigarh Administration

Endst.No. S&T&RE/2022/1038

Chandigarh, Dated the 17 Oct 2022

1. The Director Public Relation, Chandigarh Administration with the request that the above guidelines may kindly be given wide publicity.
2. The Director Information Technology, Chandigarh Administration, Chandigarh, for information with a request to get it uploaded on the website of Chandigarh Administration.

  
(Debendra Dalai), IFS  
Secretary (S&T&RE)  
Chandigarh Administration

o/c

**The detailed guidelines for release of incentives under**  
**EV policy Chandigarh.**

The detailed “Standard Operating Procedure for Release of Financial Incentives” with an objective to provide affordable Electric Vehicle shift in Chandigarh is given as under:

**1. Vehicles covered under the incentive scheme**

- A. New Buyers of Electric 2 Wheeler.
- B. New Buyers of Electric 3 Wheeler (commercial & Passenger both).
- C. New Buyers of Electric 4 Wheeler (Commercial).
- D. New Buyers of e-Cars.
- E. New Buyers of e-Bicycle.

**2. Commencement and Applicability:**

The Scheme shall commence with effect from the date of notifying the Chandigarh Electric Vehicle Policy i.e 20.09.2022 for providing Direct Incentive only to the user who will fulfill the below criteria:-

- 1. On purchase of New Electric Vehicle or Hybrid Vehicle from Chandigarh
- 2. Registering the same vehicle with Registering and Licensing Authority, Chandigarh only.
- 3. Direct Incentive shall remain in operation for a policy period i.e. for 05 years or till the time Chandigarh Administration decides otherwise. Such New Buyer should have purchased a new Electric Car or Hybrid Vehicle of the above-defined category under section-1 after 20.09.2022 and before 19.09.2027 shall be admissible for Direct Incentive subject to number of Electric Vehicles to be incentivized as per Policy. Direct incentive will not be applicable for Govt. Sector.

**3. Definitions**

- i) **New Electric Vehicle:** Un-used Electric Vehicle or Hybrid Vehicle purchased directly from dealership In Chandigarh.

**4. Eligibility**

User Purchased Electric vehicle of the above-said category under section-1 after notification of the Chandigarh Electric Vehicle Policy, 2022, shall be eligible under the scheme. The user of new electric vehicle shall also comply with the following conditions:

- i. Electric vehicles or Hybrid Vehicles should be purchased from Chandigarh with the specification of the vehicle as per FAME-II criteria.
- ii. E-Bicycle should be purchased from registered vendors with CREST for

incentive.

- iii. The new-electric vehicle or Hybrid Vehicle purchased should mandatorily required to be registered in Chandigarh only.

## **5. Procedure**

- 5.1 Application on prescribed Form (**Annexure-I for E- vehicles and Annexure -II for E-bicycles**) for the grant of direct incentive on the purchase of New Electric Vehicle along with listed documents should be submitted to **Chief Executive Officer, Chandigarh Renewable Energy and Science & Technology Promotion Society (CREST), First Floor, Paryavaran Bhawan, Sector-19B, Chandigarh** through offline mode initially till the online mode is made operational.
- 5.2 Acknowledgement of receipt of only complete application shall be given to the applicant.
- 5.3 Incentive will be released to the Beneficiary within 15 working days of acceptance of all documents upto the satisfaction of CEO, CREST subject to availability of Funds.

## **6. Time Limit to apply**

A user who has purchased the new electric/hybrid vehicle shall forfeit its entitlement for Direct incentive if it does not submit its claim to Chief Executive Officer, Chandigarh Renewable Energy and Science & Technology Promotion Society (CREST), First Floor, Paryavaran Bhawan, Sector-19B, Chandigarh, complete in all respects **within three months** from purchasing of the new electric/hybrid vehicle.

## **7. Competent Authority for sanction**

The CEO, CREST shall be the competent authority to sanction the direct incentive.

## **8. Interpretation/ Relaxation**

The CEO, CREST, shall be competent to make interpretation/relaxation of provisions of this scheme.

## **9. Appeals**

An appeal against an order passed by the Project Director shall lie with the CEO, CREST, within a period of 30 days from the date of communication of orders appealed against. The orders passed by the CEO, CREST, in appeal shall be final.

## **10. Power to condone delay in submission of application & appeal:**

- a) The CEO, CREST, shall be competent to condone the delay up to a period of 03 months after the prescribed time limit.
- b) The Adviser to the Administrator, Chandigarh Administration shall be competent

to condone the delay up to a period of 06 months after the prescribed time limit.

Provided that the competent authority is satisfied with the reasons for late submission of the application on the basis of the substantial evidence/documents/arguments presented by the applicant.

#### **11. Penal Action**

In case, it is found at any stage that the applicant has claimed the assistance on the basis of wrong facts, the applicant shall besides refunding assistance with the compound rate of interest @ 14% per annum and facing legal action, will be debarred from grant of any incentive/assistance from the Chandigarh Administration. Applicant to submit undertaking as per **Annexure -III**.

**Chandigarh Administration**  
**Department of Science and Technology & Renewable Energy**

**Annexure -I**

**Application format for direct incentive for new Electric/ Hybrid Vehicle:**

Sr. No.	Particulars	Details
1	Name of the applicant/Purchaser	
2	Address of the applicant/Purchaser	
3	Phone number and E-mail	
4	Details of the Vehicle:	
	I. Category of the vehicle	
	II. Make of Vehicle	
	III. Chassis Number	
	IV. Type of Battery (Fixed/Swappable)	
	V. Capacity of Battery (kWh)	
5	Date of Purchase of e-Vehicle	
6	Eligible Early Bird Incentive (If any)	
7	Any Scrapped Vehicle: Yes/No	
	Details of scrapped Vehicle:	
	I. Category	
	II. Make	
8	III. year	
	Eligible Scrapping incentive (if any)	
9	Dealership Name (of purchased e-Vehicle)	
10	Address of Dealership	
11	Registration number of e-Vehicle	
12	Date of Registration	

Signature of the applicant

**Verification of details provided by the applicant by Authorized Signatory of Dealership regarding purchase of new Electric/ Hybrid Vehicle**

We hereby 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 instructions/guidelines/ decisions to be issued/taken by CREST from time to time with respect to the Policy.

Date-----

Signature of the Authorized Signatory  
Name & Designation  
Dealership Name  
(Affix the official Stamp)

**Details provided by the purchaser and dealer verified by Registration and Licensing Authority (RLA) regarding purchase of new Electric/ Hybrid Vehicle:**

It is certified that the details furnished by the applicant and the dealer is verified and found to be in order and the vehicle has been duly registered by this office vide Registration no. \_\_\_\_\_.

Date-----

Signature of the Authorized Signatory  
RLA, UT Chandigarh  
( Affix the official Stamp)

**Note-** List of supporting documents given at Page no-6

**Application format for Direct incentive for E-Bicycle**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the applicant/Purchaser	
2	Address of the applicant	
3	Phone number and E-mail	
4	Date of Purchase of e-Bicycle	
5	The capacity of Battery (kWh) in e-Bicycle	
6	Eligible Early Bird Incentive	
7	Vendor Name (of purchased e-Bicycle)	
8	Address of Vendor	
9	Details of e-Bicycle i. Unique Frame Number ii. Unique Battery Number iii. Unique Motor Number iv. Make and Model Name	
10	Cost of e-Bicycle	

Signature of the applicant

**Verification of details provided by the applicant from Authorized Signatory of Vendor regarding new e-bicycle purchased**

We hereby 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 instructions/guidelines/ decisions to be issued/taken by CREST from time to time with respect to the Policy.

Signature of the Authorized Signatory  
Name & Designation  
Vendor Name  
( Affix the official Stamp)

Date-----

**Note-** List of supporting documents given at Page no-6

**Self-attested copies of documents to be attached with the application for claiming the incentives for purchase of new E-vehicles or Hybrid vehicles or e-bicycles:**

- i. Copy of sales Invoice of purchased electric vehicle or e-bicycle.
- ii. Undertaking **Annexure-III**.
- iii. Registration Proof with RLA, Chandigarh in case of E-vehicles.
- iv. Address proof of Chandigarh (**Annexure-IV**) .
- v. PAN Card for name verification.
- vi. Cancelled Cheque for Bank details of purchaser.
- vii. Any other document asked by CREST for verification purpose.

**Undertaking/Declaration (to be submitted on non-judicial stamp paper of INR 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp; & Notary Registration Number):**

1. I, \_\_\_\_\_ do hereby solemnly state that I am R/O \_\_\_\_\_ has purchased the new Electric vehicle/e-Bicycle of make ..... from dealer/ vendor registered in Chandigarh having the address and name as:

1. Name of the dealership/ vendor:
2. Address of dealership/ vendor:
3. Details of e-vehicle/ e-bicycle:      Annexure-I / Annexure-II

2. I will be liable to refund entire subsidy/assistance with compound rate of interest @ 14% per annum, if any released due to omission or pointed out by the Audit team of Accountant General, Chandigarh or any violation of the eligibility criteria/conditions of the scheme.

3. I, do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading, I, do hereby undertake to refund the entire amount of assistance of INR \_\_\_\_\_ (Rupee \_\_\_\_\_) granted to me at the compound rate of interest @14% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant



**COPY OF ADDRESS PROOF (INSTRUCTIONS)**

Attach on the next page **any one** of the following documents for Address Proof:-

**A) Address Proof as per Motor Vehicles Act, 1988 (Self attested)**

1. Electoral Roll (Certified copy issued by the Election Department, Chandigarh Administration)
2. Life Insurance Policy (At least 6 months old with latest receipt of payment)
3. Valid Passport
4. Pay slip/Employer Certificate showing address with official stamp, dispatch number & date (In original) along with Identity Card issued by any office of the Central or State Government or a local body/Nationalized Bank/Government Undertaking

**OR**

**B) Address Proof other than those stated in the Motor Vehicles Act, 1988 (Along with an Affidavit duly attested by an Executive Magistrate/ First Class Judicial Magistrate/ Notary Public)**

1. Voter Card
2. Aadhar Card
3. Latest Telephone Bill (Landline/Post-paid mobile Bill) (BSNL Only)
4. Rent Deed/Rent Agreement/Lease Deed (Registered with Sub-Registrar of U.T., Chandigarh)
5. Income Tax Return of previous three years (Showing the address with photocopy of PAN card duly certified by the CA or Income Tax Department, Chandigarh Administration)
6. House Allotment letter issued by the Chandigarh Administration/ Government Department/Local body/Nationalized Bank/Government Undertaking
7. Ownership Letter/Transfer Letter issued by the Estate Office/Chandigarh Housing Board/Municipal Corporation, U.T., Chandigarh
8. Senior Citizen Identity Card issued by the Social Welfare Department, U.T., Chandigarh
9. Identity Card issued to the Ex-Servicemen, by the Zila Sainik Board, U.T., Chandigarh
10. Marriage Certificate issued by the Registrar of Marriages, U.T., Chandigarh
11. Residence Certificate issued by SDM, U.T., Chandigarh
12. Certificate issued by the Hostel Wardens in case of student residing in Hostels with Identity-card photocopy
13. Parent's address proof in case of applicant is minor/dependent only
14. Certificate of Registration of Firm/VAT Certificate issued by the Sales Tax Department showing address/ VAT Form 4/Service Tax certificate issued by the Excise & Custom Department, Chandigarh