

3817/24/26/1364
23/10/2026

**DELHI TRANSPORT CORPORATION
(ADMINISTRATION DEPARTMENT), HQ
I.P. ESTATE, NEW DELHI**

Admin/Diwali-Mela/2026/1196

Date:-23/10/2026

CIRCULAR

Subject: **Organization of DTC Diwali Mela – 2026**

With the approval of the Competent Authority, Delhi Transport Corporation (DTC) will be organizing a Diwali Mela on **31/10/2026 (Saturday)** for DTC family which includes both DTC as well as concessionaire staffs & officers.

To ensure smooth planning, seamless management, and active participation across the organization, the following directions issued by the Competent Authority are hereby circulated for strict compliance:

Key Directions & Requirements:

1. Stall Allocation per Zone:

- Each Zone (East, West, North, and South) shall set up a total of 15 stalls per zone (08 Food Stalls and 07 Game Stalls), making a grand total of 60 stalls across all four zones.
- **Standard Size & Setup:** Each stall will be of a standard size of **10ft by 10ft**, and must be set up exclusively by the staff of the depot or their family members.

2. Nomination of Officers (Stall Heads):

- Each Regional Manager shall nominate Depot Managers (DMs) from their respective regions to head each individual stall.
- Every stall (food and game) must have a dedicated DM in-charge responsible for its setup and execution.

3. Food Stall Guidelines, Pricing, and Hygiene:-

- **Hygiene:** Strict hygiene standards must be maintained at all food stalls at all times.
- **Financials & Earnings:** All setup and operating costs must be borne by the stall managing/operation staff; consequently, all earnings will belong directly to the stall operating staff. However, the canopy & table for stalls shall be provided by Admin. Deptt.

4. Submission of Stall Details:

Each Regional Manager must submit a consolidated list detailing:

- **Food Stalls:** List of specific food items to be served at each stall.
- **Game Stalls:** Specific games planned for each stall.
- **Officer In-charge:** Name and details of the nominated DM for each stall.

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5. Cultural & Stage Performances:

Any DTC staff member or their family members interested in performing art and cultural programs on stage during the Mela are invited to submit their nominations to their respective Depot Managers (DMs). Depot Managers shall compile and forward these nominations to the Administration Department through respective Regional Managers.

Action Required & Timelines:

All Regional Managers are requested to submit the complete consolidated information (Stall Details, DM Nominations, and Stage Performance Nominations, if any) to the Administration Department on or before 26/10/2026, so that it may be forwarded to the Diwali Mela Organizing Committee to enable timely arrangements.

This issues with the approval of the Competent Authority.


23/10/26
Deputy Chief General Manager
(Administration Department)

Copy to:-

1. P.S. to Chairman & Managing Director, DTC – for kind information of worthy CMD.
2. P.S. to CGM (Admin) – for kind information of CGM.
3. The Diwali Mela 2026 organizing committee – to define scope of work
4. All Regional Managers (East, West, North, South) – for strict compliance.
5. All Depot Managers – for information & necessary action.
- ✓ 6. Sr. Manager (IT) – with the request to upload the circular on the DTC Intranet/Website.
7. Notice Board


23/10

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