

# Citizen's Charter

## Transport Department

### SERVICE- REGISTRATION

Sl. No	Service	Counter No.	Form	Documents Required	Fees	Smart Card Fees	Time Frame
1.	Registration of New / Renewal Of Vehicle**	13	FOR NEW FORM 20, A & P Temp A (For Transport Vehicle)  FOR RENEWAL FORM 25 & A	<p>(In Case of New)</p> <ol style="list-style-type: none"> <li>1. Original Temporary RC</li> <li>2. Invoice</li> <li>3. Form 21</li> <li>4. Form 22</li> <li>5. Form 22A (If body is fabricated in case of transport vehicles)</li> <li>6. Offer of Permit for Transport Passenger Vehicles.</li> <li>7. Garage Certificate (for 4 wheelers)</li> </ol> <p>(In Case of Renewal)</p> <ol style="list-style-type: none"> <li>1. Original RC</li> <li>2. Original Tax Token</li> <li>3. PUC</li> </ol> <p>(Mandatory Papers)</p> <ol style="list-style-type: none"> <li>1. PRTC</li> <li>2. Aadhar</li> <li>3. Insurance Certificate</li> <li>4. Duly Filled Envelope with Postal Address and Mobile No.</li> </ol>	<p>Two Wheeler - Rs. 300 Light Motor Vehicle - Rs 600 (NT)/Rs. 1000 (T) Medium Goods/Passenger Vehicle - Rs. 1000 Heavy Goods/Passenger Vehicle - Rs. 1500 Imported Vehicle - Rs.5000 Imported Motorcycle - Rs. 2500 Any other Vehicle - Rs. 3000</p> <p>Postal Charge - Rs. 25 (For JTC Office Only)*</p> <p>Audio - Rs. 500 (LMV-NT), Rs. 250 (LMV-T), Rs. 500 (MMV/HMV) for 5 Years. Video – Rs 500 for 5 Years AC – Rs. 5000 for 15 Years</p> <p>Inspection Fee – Rs. 400 Automation Charges – Rs. 200 Hypothecation, if any – Rs. 1500 Fitness Fee (For Transport Vehicle) – Motorcycle- Rs. 400 / Three &amp; Four Wheeler- Rs. 600 / Medium &amp; Heavy- Rs. 1000</p> <p>• In case of delay in applying for Renewal of certificate of Registration, an additional fee of Three Hundred rupees for delay of every month or part thereof in respect of motor cycles and Five Hundred rupees for delay of every month or part thereof in respect of other classes of non-transport vehicles shall be levied.</p>	Rs. 119  (Counter No. 17)	<p style="text-align: center;"><b>48 Hours for Approval</b></p> <p>(The applicant has to produce the Vehicle for inspection of the type he/she has applied for)</p> <p>*(After Approval, Despatched through Ordinary Post)</p>

Sl. No	Service	Counter No.	Form	Documents Required	Fees	Smart Card Fees	Time Frame
2.	Issue of Duplicate Registration Certificate	12	FORM 26	<ol style="list-style-type: none"> <li>1. GDE/NOC from Police</li> <li>2. Valid Insurance Copy</li> <li>3. Valid PUC</li> <li>4. Aadhar</li> <li>5. Duly Filled Envelope with Postal Address and Mobile No</li> </ol>	<p>Half of the registration fees payable for concerned category of vehicle</p> <p>Automation Charges – Rs. 200 Postal Charge - Rs. 25 (For JTC Office Only)*</p>	Rs. 119  (Counter No. 17)	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>
3.	Transfer of Ownership	12	FORM 29 & 30	<ol style="list-style-type: none"> <li>1. Original RC</li> <li>2. Valid Insurance Copy</li> <li>3. Valid PUC</li> <li>4. Aadhar (Both Parties)</li> <li>5. NOC from other State (if vehicle belong to other State)</li> <li>6. Clearance Certificate (if vehicle registered at other Office of TR)</li> <li>7. Affidavit for Sale</li> <li>8. Duly Filled Envelope with Postal Address and Mobile No</li> </ol>	<p>Half of the registration fees payable for concerned category of vehicle</p> <p>Inspection Fee – Rs. 400 Automation Charges – Rs. 200 Postal Charge - Rs. 25 (For JTC Office Only)*</p> <ul style="list-style-type: none"> <li>• In case of delay in Submission of 'No Objection Certificate', an additional fee of rupees Three Hundred for delay of each month or part thereof in case of motor cycles and Five Hundred rupees for each month of delay or part thereof for other vehicles shall be levied.</li> </ul>	Rs. 119  (Counter No. 17)	<p><b>24 Hours for Approval</b> (For vehicle belonging to TR)</p> <p>1 <sup>1/2</sup> months (For vehicles entering from other states)</p> <p>*(After Approval, Despatched through Ordinary Post)</p>
4.	Transfer of Ownership in case of Death	12	FORM 31	<ol style="list-style-type: none"> <li>1. Death Certificate</li> <li>2. Survival Certificate</li> <li>3. Affidavit/NOC from all Legal Heirs on Rs.10 Non-Judicial Stamp Paper Duly Attested by Notary</li> <li>4. Original RC</li> <li>5. Valid Insurance Copy</li> <li>6. Valid PUC</li> <li>7. Aadhar</li> <li>8. Duly Filled Envelope with Postal Address and Mobile No</li> </ol>	<p>Half of the registration fees payable for concerned category of vehicle</p> <p>Automation Charges – Rs. 200 Postal Charge - Rs. 25 (For JTC Office Only)*</p>	Rs. 119  (Counter No. 17)	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>

Sl. No	Service	Counter No.	Form	Documents Required	Fees	Smart Card Fees	Time Frame
5.	Change of Address in RC	12	FORM 33	<ol style="list-style-type: none"> <li>1. Original RC</li> <li>2. Valid Insurance Copy</li> <li>3. Valid PUC</li> <li>4. Aadhar</li> <li>5. NOC from other State (if vehicle belong to other State)</li> <li>6. Clearance Certificate (if vehicle registered at other Office of TR)</li> <li>7. Duly Filled Envelope with Postal Address and Mobile No</li> </ol>	<p>Half of the registration fees payable for concerned category of vehicle</p> <p>Automation Charges – Rs. 200 Postal Charge - Rs. 25 (For JTC Office Only)*</p>	Rs. 119  (Counter No. 17)	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>
6.	Issue of RC Particulars	12	Application In White Paper	<ol style="list-style-type: none"> <li>1. Valid Insurance Copy</li> <li>2. Valid PUC</li> </ol>	Rs. 50	----	Same Day
7.	Endorsement of Hire Purchase in RC	12	FORM 34 (To Add) & 35 (To Cancel)	<ol style="list-style-type: none"> <li>1. Original RC</li> <li>2. Valid Insurance Copy</li> <li>3. Valid PUC</li> <li>4. Covering letter from Financer</li> <li>5. Duly Filled Envelope with Postal Address and Mobile No</li> </ol>	<p>Motorcycle - Rs. 500 Three &amp; Four Wheeler – Rs. 1500 Medium/Heavy Vehicle – Rs. 3000</p> <p>Automation Charges – Rs. 200 Postal Charge - Rs. 25 (For JTC Office Only)*</p>	Rs. 119  (Counter No. 17)	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>
8.	Alteration in RC	12	Application In White Paper	<ol style="list-style-type: none"> <li>1. Original RC</li> <li>2. Valid Insurance Copy</li> <li>3. Valid PUC</li> <li>4. Permission Proceedings of Registering Authority for Alteration</li> <li>5. Requisite Documents for Alteration</li> <li>6. Duly Filled Envelope with Postal Address and Mobile No</li> </ol>	<p>(With Approval) AR-Rs. 500 / LMV-Rs. 2000 / MMV &amp; Above - Rs. 2500 (Without Approval) AR-Rs. 3000 / LMV- Rs. 4000 / MMV &amp; Above - Rs. 5000 Automation Charges – Rs. 200 Inspection Fee – Rs. 400 Postal Charge - Rs. 25 (For JTC Office Only)*</p>	Rs. 119  (Counter No. 17)	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>

Sl. No	Service	Counter No.	Form	Documents Required	Fees	Smart Card Fees	Time Frame
9.	Issue/Cancel of NOC	12	FORM 28 in Triplicate	<ol style="list-style-type: none"> <li>1. Original RC</li> <li>2. Valid Insurance Copy</li> <li>3. Valid PUC</li> <li>4. Police Verification</li> </ol>	Private - Rs. 1500 Commercial LMV-Rs. 300 / MMV- Rs. 500 / HMV- Rs. 600	----	<b>24 Hours for Approval</b> Counter Delivery on Next Day
10.	Fancy Number	13	Fourth Schedule A	<ol style="list-style-type: none"> <li>1. Original Temporary RC</li> <li>2. Invoice</li> <li>3. Form 21</li> <li>4. Form 22</li> <li>5. Form 22A (If body is fabricated in case of transport vehicles)</li> <li>6. PRTC</li> <li>7. Aadhar</li> <li>8. Insurance Certificate</li> </ol>	Rs. 2000 (within 1000) After Every 1000 Above Rs.1000 Extra	----	<b>48 Hours for Approval</b> (After Inspection)
11.	Issue/ Renewal of Fitness Certificate**	6	FORM CFA & A	<ol style="list-style-type: none"> <li>1. Original Fitness</li> <li>2. Valid Insurance Certificate</li> <li>3. Valid PUC</li> <li>4. RC Copy</li> <li>5. Aadhar</li> </ol>	Motorcycle- Rs. 400 Three & Four Wheeler- Rs. 600 Medium/Heavy- Rs. 1000 Application Fee –Rs. 200  **Additional fee of fifty rupees for each day of delay after expiry of certificate of fitness shall be levied.	----	<b>48 Hours for Approval</b> (The applicant has to produce the Vehicle for inspection)
12.	Transfer of Ownership in case of Public Auction	12	FORM 32	<ol style="list-style-type: none"> <li>1. Original RC</li> <li>2. Valid Insurance Certificate</li> <li>3. Certificate or Order of Sale</li> <li>4. Certified Copy of Order of Authorisation of Auction</li> <li>5. Duly Filled Envelope with Postal Address and Mobile No</li> <li>6. Aadhar</li> <li>7. PUC</li> </ol>	Half of the registration fees payable for concerned category of vehicle  Inspection Fee – Rs. 400 Automation Charges – Rs. 200 Postal Charge - Rs. 25 (For JTC Office Only)*	Rs. 119 (Counter No. 17)	<b>48 Hours for Approval</b> *(After Approval, Despatched through Ordinary Post)

# Citizen's Charter

## Transport Department

### SERVICE- DRIVING LICENSE

Sl. No	Service	Counter No.	Form	Documents Required	Fees	Smart Card Fees	Time Frame
1.	Learners License for New/ Addition of Class.	8	FORM 1 & 2	1. Madhyamik Admit (Min 16 Yrs for Two Wheeler up to 50CC with a Guardian Consent Letter, Min 18 Yrs for Two Wheeler above 50 CC & Other Non Transport Vehicles and Min 20 Yrs for Transport Vehicles.) 2. PRTC 3. Aadhar 4. Two Copies of Recent Photo. 5. Blood Group Certificate 6. For addition of another class to existing license. (Copy of driving license) 7. For addition of Transport class to existing license (Proof of passing VIII standard)	Rs. 150 for each Class  Rs. 50 (Test fee for each Class)	Rs. 20 (Learner License Print)  (Counter No. 17)	<p style="text-align: center;"><b>Same Day</b></p> (Applicant has to undergo offline test regarding basic traffic rules & Driver's responsibilities and has to pass the same. Learner's License will be handed over immediately after test)
2.	Fresh Driving License  (Can apply only after 30 days of issue of Learner's License)	9	FORM 4 & 1A	1. Original Learner's Licence (Form 3) 2. Two Copies of Recent Photo 3. Aadhar 4. Driving School Certificate, if any 5. Duly Filled Envelope with Postal Address and Mobile No.	Rs. 200 (Application Fee)  Rs. 300 (Test fee for each class)  Postal Charge - Rs. 25 (For JTC Office Only)*	Rs. 122 (Counter No. 17)	<p style="text-align: center;"><b>48 Hours for Approval</b></p> (The applicant has to pass the Driving Test on a Vehicle of the type he/she has applied for)  *(After Approval, Despatched through Ordinary Post)

Sl. No	Service	Counter No.	Form	Documents Required	Fees	Smart Card Fees	Time Frame
3.	Addition of another class to Driving License	9	FORM 8 & 1A	<ol style="list-style-type: none"> <li>1. Original Learner's License</li> <li>2. Original Driving License (With one year experience in Non-Transport category if applying for addition of Transport Class)</li> <li>3. Form 5 issued by recognized Driving School (Required only for addition of Transport Class)</li> <li>4. Aadhar</li> <li>5. PRTC</li> <li>6. Two Copies of Photo</li> <li>7. Duly Filled Envelope with Postal Address and Mobile No.</li> </ol>	<p>Rs. 500 (Application Fee)</p> <p>Rs. 300 (Test fee for each class)</p> <p>Postal Charge - Rs. 25 (For JTC Office Only)*</p>	Rs. 122 (Counter No. 17)	<p><b>48 Hours for Approval</b></p> <p>(The applicant has to pass the Driving Test on a Vehicle of the type he/she has applied for)</p> <p>*(After Approval, Despatched through Ordinary Post)</p>
4.	Renewal of Driving License	9	FORM 9, 1 & 1A	<ol style="list-style-type: none"> <li>1. Original driving license (Apply within 30 days of expiry of original Driving License failing which late fee @Rs.50/year will be applicable)</li> <li>2. Aadhar</li> <li>3. PRTC</li> <li>4. Two Copies of Photo</li> <li>5. Duly Filled Envelope with Postal Address and Mobile No.</li> </ol>	<p>Rs. 200 without Delay Rs. 300 with Delay &amp;</p> <p>Additional fee at the rate of one thousand rupees for delay of each year or part thereof reckoned from the date of the expiry of the grace period shall be levied.</p> <p>Postal Charge - Rs. 25 (For JTC Office Only)*</p>	Rs. 122 (Counter No. 17)	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>

Sl. No	Service	Counter No.	Form	Documents Required	Fees	Smart Card Fees	Time Frame
5.	Duplicate Driving License	9	FORM LLD	<ol style="list-style-type: none"> <li>1. Aadhar</li> <li>2. PRTC</li> <li>3. Duly Filled Envelope with Postal Address and Mobile No.</li> </ol>	<p>Rs.200</p> <p>Postal Charge - Rs. 25 (For JTC Office Only)*</p>	<p>Rs. 122</p> <p>(Counter No. 17)</p>	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>
6.	Change of Address	9	FORM LCA	<ol style="list-style-type: none"> <li>1. Aadhar</li> <li>2. PRTC</li> <li>3. Duly Filled Envelope with Postal Address and Mobile No.</li> </ol>	<p>Rs.200</p> <p>Postal Charge - Rs. 25 (For JTC Office Only)*</p>	<p>Rs. 122</p> <p>(Counter No. 17)</p>	<p><b>24 Hours for Approval</b></p> <p>*(After Approval, Despatched through Ordinary Post)</p>
7.	International Driving Permit	9	FORM 4A, 1 & 1A	<ol style="list-style-type: none"> <li>1. Valid Passport and Visa</li> <li>2. Valid Driving License (Originals to be furnished for verification)</li> <li>3. Aadhar</li> <li>4. PRTC</li> <li>5. Two Copies Of Recent Photo</li> </ol>	<p>Rs. 1000</p>	<p>----</p>	<p><b>24 Hours</b></p> <p>(Delivery Through Counter)</p>
8.	Issue of Conductor's License	8	FORM L CON A M C CON	<ol style="list-style-type: none"> <li>1. Aadhar</li> <li>2. PRTC</li> </ol>	<p>Rs.70</p>	<p>----</p>	<p><b>Same Day</b></p> <p>(Applicant has to undergo offline test regarding basic traffic rules, first aid &amp; Conductor's responsibilities and has to pass the same. Conductor's License will be handed over immediately after test)</p>
9.	Renewal of Conductor's Licence (Should apply within 30 days of expiry )	8	FORM L CON A M C CON	<ol style="list-style-type: none"> <li>1. Original Conductor's Licence</li> <li>2. Aadhar</li> <li>3. PRTC</li> </ol>	<p>Rs. 35 (Late Fee of Rs. 50/- for 1 year or part thereof up to 5 years)</p>	<p>----</p>	<p><b>Same Day</b></p>

