



**TRANSPORT DEPARTMENT  
GOVERNMENT OF WEST BENGAL**

DOCUMENT NO:	SOP/TRANSPORT/ M.V./L/1.2		
SECTION TITLE:	PROCEDURE FOR PROCESSING ISSUANCE OF NEW DRIVING LICENCE		
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**1. Purpose:** To process Grant of Driving License in time.

**2. Scope:** This Procedure is applicable for all the persons having valid Learners License (LL) and completing minimum 30 days of driving practice.


**3. Responsibility and Authority:**

Overall responsibility lies with the Licensing Authority. Responsibility of the applicant as mentioned in the procedure to be borne by the individual.

**4. Reference:** Section 9 of M.V Act.1988 & corresponding rules of CMV Rules, 1989 & WBMV Rules, 1989.

**5. Procedure:**

- 5.1 Minimum after 30 days from the date of issue of LL, applicant can apply for DL in Form 4 (prescribed in WBMV Rules, 1989) along with LL.
- 5.2 DA will receive Test fee and DL fee against receipt in Form No. 4705.
- 5.3 MVI (T) will conduct driving test.
- 5.4 Applicants, successful in test, will appear at photo-booth and photograph & bio-metric will be captured by DA / Vendor as the case may be.
- 5.5 MVI (T) will enter test result in the system.
- 5.6 RTO / ARTO will finally approve the successful cases.
- 5.7 In case of plastic cards DA will receive card-fee against receipt from applicant and push the DL-data to vendor. In case of smart cards DA will push the DL-data to vendor. Vendor will receive card-fee against receipt from applicant. In both cases DA will keep the file.
- 5.8 Vendor will print the DL in plastic / smart card format.

 सत्यमेव जयते	<b>TRANSPORT DEPARTMENT</b> <b>GOVERNMENT OF WEST BENGAL</b>		
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- 5.9 DA will activate the DL (in smart card format) / match the DL in the system (in case of plastic card) and deliver the DL to the applicant within 5 (five) days from completion of steps mentioned at 5.7 above.

#### 6.0 Records:

Sl. No.	Records	Format No.	Retention Period	Responsibility	Distribution
1	D.L Application	LL & Form No.4		Concerned DA	–
2	N.D.L Register	Computer Database		DBA	Connected with State Register (SR)

#### N.B.

1. The time limit for rendering services as notified under Notification No. 1618-WT/3M/72/2013 will be applicable only in ideal cases where the applicant complies with his final role, as mentioned in step 5.7 of the SOP.
2. Delay caused due to the default of the applicant will not be considered as a default by the M. V. Office under the provisions of WBRPS Act, 2013.