 सत्यमेव जयते	TRANSPORT DEPARTMENT GOVERNMENT OF WEST BENGAL		
DOCUMENT NO:	SOP/TRANSPORT/ M.V./L/1.1		
SECTION TITLE:	PROCEDURE FOR PROCESSING ISSUANCE OF NEW LEARNER LICENCE		
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1. Purpose: To process New Learner License in time.

2. Scope: This Procedure is applicable for all the persons of age minimum 18 years for license of non-transport category & 20 years for professional license of transport category, resident of jurisdiction of Licensing Authority. Also person with of age 16 years may apply for driving Motor-Cycle without gear subject to consent given by guardian.


3. Responsibility and Authority:

Overall responsibility lies with the Licensing Authority. Individual responsibility as mentioned in the procedure.

4. Reference: Section 8 of M.V Act.1988 & corresponding rules of CMV Rules, 1989 & WBMV Rules, 1989.

5. Procedure:

- 5.1 D.A. shall receive the filled up application Form No. 1/1A & 2 (prescribed in CMV Rule, 1989) with required number of copies colour photo along with requisite fees and necessary attested documents i.e. Address Proof, Age proof certificate, from the applicant and send it, after verification of the application form & documents, to the A.R.T.O for passing order for preliminary test.
- 5.2 DA will receive the fee for LL in SARATHI system against receipt in Form No. 4705 and send the file to MVI (T).
- 5.3 M.V.I (T) shall take preliminary test of the applicant (on-line or off-line) and send the file to DA for data entry.
- 5.4 DA will enter the data of applicant in the system and send the file to MVI (T).
- 5.5 MVI (T) will enter the test result in the system and send the file to ARTO.
- 5.6 ARTO will approve only the cases of the applicants successful in test.

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5.7 DA will print LL and ARTO will sign the same. DA will keep the file.

5.8 LL will be laminated by the vendor and delivered to applicant by DA.

6.0 Records:

SI. No.	Records	Format No.	Retention Period	Responsibility	Distribution
1.	L.L Application	Form No 1,1A,2		Concerned DA	–
2.	L.L Register	Computer Database		DBA	Connected with State Register (SR)

N.B. 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 role in the respective steps mentioned in the SOP. Delay caused due to his default is not to be considered WBRPS Act, 2013.