

 TRANSPORT DEPARTMENT GOVERNMENT OF WEST BENGAL			
DOCUMENT NO:	SOP/TRANSPORT/ M.V./L/1.8		
SECTION TITLE:	PROCEDURE FOR PROCESSING ISSUANCE OF PARTICULARS OF DRIVING LICENSE		
SECTION	REVISION DATE	PAGE	ISSUE DATE
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1. Purpose: To process issuance of particulars of driving license of any DL, already issued.

2. Scope: This Procedure is applicable for any person, who intends to get the particulars of already issued driving license.

3. Responsibility and Authority:

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

4. Reference: Rules 74(3) of WBMV Rules, 1989.

5. Procedure:

- 5.1 D.A shall receive the application with requisite fees.
- 5.2 DA will receive required fee in SARATHI system against receipt and send the file to RTO / ARTO for initial order.
- 5.3 RTO / ARTO pass necessary order to issue particulars.
- 5.4 Required data is entered into SARATHI system by D.A.
- 5.5 RTO / ARTO approve the transaction data.
- 5.6 Particulars of DL is printed from SARATHI system.
- 5.7 The printed particulars is signed by RTO/ARTO.
- 5.8 The particulars of DL is delivered by D.A. to the applicant after endorsing the memo no. on it.



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6.0 Records:

Sl. No.	Records	Format No.	Retention Period	Responsibility	Distribution
1.	Application for Particulars of Driving License	Application	2 Years	Concerned DA	-
2.	License Register	Computer Database	-	DBA	Connected with State Register (SR)