

Sl. No	Description of service	Eligibility of applicant	Forms prescribed	Documents to be enclosed	Fees to be paid	Whom to apply	Competent (sanction/grant) authority	Duration of disposal	Appellate authority
1	2	3	4	5	6	7	8	9	10
4.	Public Service Badge	i.Completion of age 20 yrs. of age ii.Applicant should appear in person	i Form LPSA ii. Form 1 & 1a iii. Form 5	i. Driving licence ii. Medical certificate iii. Certificate on First Aid training	Rs.20/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
5.	Endorsement to drive hazardous goods vehicle	i. Should have a driving licence to drive Transport vehicle. ii. Training certificate from IRT & other recognized institutions. iii. Applicant should appear in person	Requisition letter	i. Driving licence ii. IRT certificate or recognized institution certificate	Rs.30/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
6.	International driving licence permit	i. Holder of driving licence ii. Applicant should appear in person	Form IDPL	i. Driving licence ii. Passport. iii. Visa iv. passport size photos 3 copies. v. Travel ticket.	Rs.200	Transport Commissioner	Transport Commissioner	Same day	Secy. Transport With fees of Rs 25/-
7.	Renewal of driving licence	i. Holder of driving licence ii. Applicant should appear in person for Smart Card iii. Re-test & renewal when D.L. expires more than five yrs.	i. Form 9 ii. Form 1 & 1a (1a if the ii. Applicant is above 40 yrs.)	i. Driving licence. ii. Passport size photos 3 for book type.	i. Rs.30/- in Form 6 ii. Rs.150/- in Smart Card compounding fee for belated renewal Rs.10 per yr.	RTO/ DTO	RTO/ DTO	Same day	Transport commissioner with fee of Rs 25/-
8.	Duplicate driving licence	i. Holder of driving licence ii. Applicant should appear in person for Smart Card.	i. Form LLD	i. Details of driving licence ii. Police certificate iii. Passport size photo for book licence in Form 6	i. Rs.150/- for Smart Card ii. Rs.15/- in Form 6	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
9.	Change of address in Driving licence	i. Holder of Driving licence	Requisition letter	i. Driving licence ii. Address proof (as in item No.1)	i. Rs.150/- for Smart Card	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-

II. CONDUCTOR'S LICENCE

1.	Conductor's licence	i. Completion of age 18 yrs. of age ii. Read upto Class X. iii. Applicant should appear in person	i. Form L. Con. A ii. Form M.C. Con	i. School certificate ii. Conduct certificate from Police Deptt. iii. Certificate on First Aid training. iv. Address proof. v. Passport size photos 4 copies.	Rs.20/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-
2.	Renewal of conductor's licence	Holder of conductor's licence	i. Form L. Con. R ii. Form MCC	i. Conductor's licence. ii. Passport size photo 4 copies.	i. Rs.20/- ii. For belated renewal Rs.10/- per year.	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs.25/-