



**Guidelines
for
Renewal/Duplication
of
बिहार सरकार
Conductor's
License**

RENEWAL



विहार सरकार

Necessity for Renewal of Conductor's License

Under the provisions of the Motor Vehicles Act, 1988 in India, no person shall act as a conductor of a stage carriage unless he holds an effective Conductor's License. A Conductor's License continues to be effective for a period of thirty days from the date of its expiry and he must renew his license within this period in order to continue to perform his duties as a conductor.

Eligibility

The applicant must be a holder of Conductor's License which is expired.

Where to Apply

For the renewal of your Conductor's License, you will need to apply in the prescribed forms to the District Transport Office in your region during public dealing hours, preferably between 10:00am to 2:00pm.

Documents Required

1. Form L. Con. R (Application for renewal of a Conductor's License) available in the office/download from website.
2. Form M. C. Con (Medical Certificate in respect of an application for a Conductor's License) available in the office/download from website; which must be issued by a registered medical practitioner having a minimum qualification of M.B.B.S and practicing in the state of Bihar. **(Required only in cases where the applicant has attained the age of 40 years)**

- Valid Adult First Aid Certificate issued by any Registered Medical Practitioner.
(Required only in cases where the applicant has attained the age of 40 years)

Fee

₹ 100/-.

Procedure

You will have to visit with all the required documents to the District Transport Office in your region. The licensing authority will verify all your documents and if you are good to go will renew your Conductor's License with effect from the date of its delivery.

In case you have made the application for renewal of the license after a period of thirty days from the date of its expiry, the license shall be renewed with effect from the date of its renewal.

Expected Time for Disposal

The renewal of license is generally done on the same day or it may take a maximum time of 2-3 days.

The maximum time for disposal is of 30 working days.

Validity

The validity of a Conductor's License is one year from the date of its issue.

DUPLICATION



बिहार सरकार

Necessity for Duplication of Conductor's License

Where at any time a Conductor's License is lost, destroyed, defaced or mutilated, the holder is supposed to immediately report the matter to the original licensing authority and needs to apply for issue of a duplicate license.

Eligibility

The applicant should have a valid Conductor's License.

Where to Apply

For the issue of a second copy of your Conductor's License, you will need to apply in the prescribed form to the same District Transport Office where you had applied for the original; during public dealing hours, preferably between 10:00am to 2:00pm.

Documents Required

1. Form C.L.D. (Application for a duplicate Conductor's License) available in the office/download from website.
2. Two copies of recent passport size photograph.
3. FIR or Police Station Diary (**In case the License is Lost or Stolen**).
4. Original License (**In case the License is unreadable**).

Fee

₹ 100/-. (In case where the License has not expired)

₹ 200/-. (In case where the License has expired)

Procedure

For duplicate license you have to approach the issuing authority and the particulars will be verified from their records. The validity of duplicate license will be the same of your previous license. The original issuing authority will issue your duplicate license.

Expected Time for Disposal

A duplicate license in generally issued within 7 working days.

The maximum time for disposal is of 30 working days.

Validity

The validity of duplicate license will be the same of your previous license.

