

S.No.	Name of Notified Service	Designated Public Servant/ Time of Disposal	Name of Appellate Authority/ Time of Disposal	Name of Reviewing Authority/ Time of Disposal
1	Issuance of Learner's License	District Transport Officer 7 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
2	Issuance/ Renewal of different types of Driver's License	District Transport Officer 10 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
3	(a) Issuance of second copy of Driver's License	District Transport Officer 7 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
	(b) Endorsement of second copy of Driver's License	District Transport Officer 15 working days		
4	Conversion of Driver's License into Smart Card	District Transport Officer 7 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
5	Issuance of International Driver's License	District Transport Officer 15 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
6	Temporary Registration of vehicles	District Transport Officer 7 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
7	Registration of new private vehicles /transport vehicles	District Transport Officer 7 working days (Private) 10 working days(Commercial)	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
8	Issuance of second copy of Registration Certificate	District Transport Officer 7 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days

9	Renewal of Registration Certificate	District Transport Officer 15 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
10	Cancellation of vehicles' Registration	District Transport Officer 30 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
11	Issuance/Renewal of Trade Certificate	District Transport Officer 10 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
12	Issuance of Tax Token	District Transport Officer 1 working days	Secretary, RTA 7 working days	Divisional Commissioner 21 working days
13	Surrender of vehicles	District Transport Officer 15 working days	Secretary, RTA 30 working days	Divisional Commissioner 21 working days
14	(a) Issuance of Petrol Pump License	District Transport Officer 15 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days
	(b) Renewal of Petrol Pump License	District Transport Officer 15 working days		
15	Issuance/Renewal of Fitness Certificate of transport vehicles	Motor Vehicle Inspector 7 working days	District Transport Officer 15 working	Secretary, RTA 21 working days
16	Verification Report of vehicles surrendered /met accident	Motor Vehicle Inspector 10 working days	District Transport Officer 15 working	Secretary, RTA 21 working days
17	Issuance of second copy of Fitness Certificate	Motor Vehicle Inspector 7 working days	District Transport Officer 15 working	Secretary, RTA 21 working days
18	Forwarding of application related total rebate/refund	District Transport Officer 30 working days	Secretary, RTA 15 working days	Divisional Commissioner 21 working days

19	(i) Disposal of application for Pollution check Center	State Transport Commissioner 30 working days	Principal Secretary /Secretary of Transport Deptt. 15 working days	Chairman cum Member Board of Revenue 21 working days
	(ii) Disposal of Renewal 's application for Pollution check Center	State Transport Commissioner 30 working days	Principal Secretary /Secretary of Transport Deptt. 15 working days	Chairman cum Member Board of Revenue 21 working days
	(iii) Spot Verification of new Pollution check center	District Transport Officer 10 working days	Concerned District Magistrate 15 working days	Concerned Divisional Commissioner 21 working days
	(iv) Spot Verification for Renewal of Pollution Check Center	District Transport Officer 10 working days	Concerned District Magistrate 15 working days	Concerned Divisional Commissioner 21 working days
20	(i) Permit issued by District Transport Officer	District Transport Officer 10 working days	District Magistrate 15 working days	Divisional Commissioner cum Chairman, Regional Transport Authority 21 Working days
	(ii) Permit issued by Regional Transport Authority	Joint Commissioner cum Secretary Regional Transport Authority 30 working days	Divisional Commissioner cum Chairman, Regional Transport Authority 21 Working days	Chairman State Transport Authority, Bihar 21 Working days
	(iii) Permit issued by State Transport Authority	State Transport Commissioner 60 working days	Chairman cum Member State Transport Authority, Bihar 21 Working days	State Transport Authority, Bihar, Patna 21 Working days