

Sr. No.

₹ 50/-*

Registering & Licensing Authority



U.T., CHANDIGARH

CHANGE OF ADDRESS / TRANSFER FROM OTHER STATE / DUPLICATE LICENCE

*Note : This is a downloaded File. In order to deposit the same, the applicant has to collect the 'File receipt' from the R&LA File Sale Counter after depositing the concerned File Fee.

Name

Address

Ph./Mobile No.

Inquiry Contact No.: 0172-2700341
Official Website: www.chdtransport.gov.in

INDIAN RED CROSS SOCIETY
U.T., CHANDIGARH BRANCH

CHANGE OF ADDRESS/ TRANSFER FROM OTHER STATE/ DUPLICATE LICENCE

PROCEDURE

Step	Process
Step 1	<p>Purchase this File from the R&LA File Sale Counter</p> <p>OR</p> <p>Download this File / requisite Forms from the official website of Transport Department, Chandigarh Administration - www.chdtransport.gov.in</p>
Step 2	Read the instructions mentioned in the File/Forms carefully
Step 3	Complete and attach all the required Forms/Documents as per the Checklist [See Page No. 2 for the Checklist of all Forms/Documents]
Step 4	<p><u>In case of Transfer from other State,</u></p> <p>(i) Submit the file at the concerned counter at the R&LA office to issue notice for the confirmation/ genuineness of the NOC of Driving Licence from the Issuing Authority</p> <p>(ii) On receiving of the confirmation/ genuineness of the NOC of DL from the Issuing Authority OR after completion of 21 days from the date of issue of notice, Submit your file at the concerned counter at the R&LA office, and take back the file after orders of the Branch Incharge</p>
Step 5	Submit your complete file & fees at the concerned DL counter at the R&LA office and collect your Fee Receipt [See Page No. 3 for File Submission location & timings] [Refer - www.chdtransport.gov.in for the Fee Structure]
Step 6	Your Driving License (DL) will be dispatched to you via Speed Post, and delivered at your given address.

DISCLAIMER

All instructions mentioned in this file, including the procedure, checklist, locations, timings & fees are indicative in nature and meant to assist the applicants. However these are subject to change from time to time as per orders of the competent authority.

CHECK LIST

Sr. No.	Form/ Document	Page No.
1	Form L.L.D. (if applicable, in case of loss / theft of licence) (Intimation of loss or destruction of licence and application for duplicate)	4
2	Form No. 4 (Application for licence to drive a motor vehicle)	6
3	Police Report/ DDR (If applicable, in case of loss/ theft of license) (In original, or self attested photocopy)	9
4	Old Driving License Report (In case of old/ laminated Driving License, from the concerned counter)	10
5	NOC of Driving Licence from other state (If applicable, in original)	11
6	Copy of Address Proof (Instructions)	12
7	Copy of Address Proof (Self Attested)	13
8	Affidavit for Address Proof (If applicable)	14

I hereby certify that I have enclosed all the above-mentioned documents correctly to the best of my knowledge and that nothing has been concealed by me.

(Signature of the applicant)

Dated:

NOTE - Please bring the original documents whose attested photocopies have been attached with the file. In case of other state Driving Licence, confirmation is required from the concerned Issuing Authority.

GENERAL INSTRUCTIONS

FILE SUBMISSION

The location and timings for file submission are as follows:-

LOCATION	TIMINGS
Registering & Licensing Authority Office, Near Municipal Corporation, Sector 17, Chandigarh	9:00 AM to 1:00 PM & 2:00 PM to 4:00 PM (Monday to Friday)

SENIOR CITIZENS/DEFENCE PERSONNEL/HANDICAPPED

For the convenience of Senior Citizens/Defence Personnel/Handicapped Persons, the File Submission can be done on **Saturdays** (except Gazetted Holidays) at the following location and timings:-

LOCATION	TIMINGS
Registering & Licensing Authority Office, Near Municipal Corporation, Sector 17, Chandigarh	10:00 AM to 1:00 PM (Saturday)

FORM L.L.D.
[RULE 10 OF CHANDIGARH MOTOR VEHICLE RULES, 1990]
INTIMATION OF LOSS OF DESTRUCTION OF LICENCE AND
APPLICATION FOR DUPLICATE

To

The Licensing Authority

.....
.....
.....

I,
of (Permanent Address)
and (Present Address)

Father's Name

Hereby report that driving license No. issued by
Licensing Authority on or above
the day of 20 has been lost/destroyed in the
following circumstances :

2. I hereby apply for a duplicate license and tender twenty-five rupees as fees through cash receipt/treasury
challan No. and date

3. I attach two clear copies of a recent photograph of myself.

Date

Signature or Thumb Impression
of the Applicant

For use in office of the Licence authority

PART I

Duplicate of Driving License No. first granted on has been
issued by me this Day of 20

Application refused in Letter No. dated the to
applicant giving reason.

Licensing Authority

.....

***Strike out alternative not required.**

PART II

Forwarded to the Licensing Authority for
verification and completion of Part III.

Date

Licensing Authority

.....

PART III

Returned to the Licensing Authority

The Photograph and Signature / Thumb Impression* have been compared with my records.

No such Licence appears to have been issued by the office*.

I am not satisfied that the applicant was the holder of license described*.

I am satisfied that the applicant was the holder of licence issued by this office as follows* :-

1. Number
2. Date of Issue
3. Has renewed by the Licensing Authority
4. Date of expiry 20.....
5. Class of vehicles**
6. The License
 - (a) Entitled the holder to drive as a paid employee.
 - (b) Carried an authorization to drive a public service vehicle, granted by.....
 - (c) I carried the following endorsement.

Date

Licensing Authority

.....

*Strike out alternative not required.

**Here fill in (a), (b), (c) etc. as specified in section 8(2) of the act.

PART IV

Returned to the Licensing Authority for record.

A duplicate license has been issued by me on the day of 20*

A copy of photograph affixed is there attached.

I have in my letter No. dated the declined to issue the duplicate license applied for. A copy of that letter is attached*.

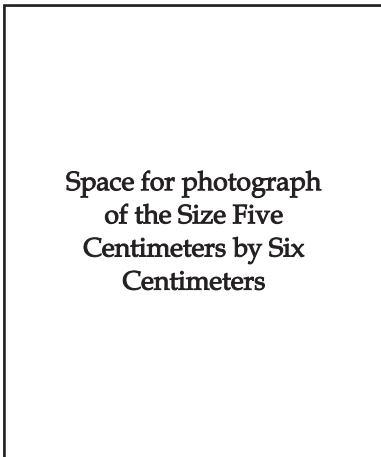
Date

Licensing Authority

.....

*Strike out alternative not required.

FORM 4
 [See Rule 14(1)]
**FORM OF APPLICATION FOR LICENSE
 TO DRIVE A MOTOR VEHICLE**



To

The Licensing Authority,

.....

.....

I apply for a license to enable me to drive vehicles of the following description :-

- (a) Motor cycle without gear
- (b) Motor cycle with gear
- (c) Invalid carriage
- (d) Light motor vehicle
- (e) Transport vehicle
- (f) Road roller
- (g) Motor vehicles of the following description, namely

PARTICULARS TO BE FURNISHED BY APPLICANT

- 1. Full Name
- 2. Son/wife/daughter of
- 3. Permanent address
- (Electoral Roll/Life Insurance Policy/Passport/
 Pay slip issued by any office of the Central
 Government/State Government or a local body/
 Any other document or documents as may be
 prescribed by the State Government/ Affidavit
 sworn before an Executive Magistrate or a First
 Class Judicial Magistrate or a Notary Public to
 be enclosed)
- 4. Temporary address / Official address if any
- 5. Duration of stay at the present address
- 6. Date of birth
- (Birth certificate/school certificate/affidavit
 sworn before an Executive Magistrate or a First
 Class Judicial Magistrate or a Notary Public to
 be enclosed)
- 7. Place of birth
- 8. If place of birth outside India, when
 migrated to India
- 9. Educational Qualification
- 10. Identification mark(s)
 1.
 2.

- 12. Blood group
RH (Rhesus) factor
- 13. Have you previously held driving licence ?
If so, give details.
- 14. Particulars and date of every conviction
which has been ordered to be endorsed
on any licence held by the applicant.
- 15. Have you been disqualified for obtaining a
licence to drive? If so, for what reasons.
- 16. Have you been subjected to a driving test
as to your fitness or ability to drive a
vehicle in respect of which a licence to
drive is applied for? If so, give the following details :-

	Date of test	Testing authority	Result of test
1.			
2.			
3.			
4.			

- 17. I enclose three copies of my recent photograph of the size five centimeters by six centimeters (where laminated card is used no photographs are required).
- 18. I enclose the learner's licence No. Dated issued by the licensing authority.
- 19. I enclose the driving certificate No. Dated issued by
- 20. I have submitted along with the application for learner's license the written consent of parent/ guardian.
- 21. I have submitted along with the application for learner's licence/I enclose the medical fitness certificate.
- 22. I am exempted from the medical test under rule 6 of Central Motor Vehicles Rules, 1989.
- 23. I am exempted from preliminary test under rule 11(2) of the Central Motor Vehicles Rules, 1989.
- 24. I have paid the fee of Rs.

Note :- Strike out whichever is inapplicable.

Date

.....
Signature or thumb impression of Applicant

CERTIFICATE OF TEST COMPETENCE TO DRIVE

The applicant has passed the test prescribed under the rule 15 of the Central Motor Vehicles Rules, 1989. The test was conducted on (here enter the registration mark and description of the vehicle) (on date)

The applicant has failed in the test.
(The details of the deficiency to be listed out)

Date

.....
Signature of Testing Authority

.....

.....
Full Name and Designation

Two Specimen signatures of applicant :

1.

2.

Strike out whichever is inapplicable.

Note : The application along with the scanned copies of the required documents may also be sent to the concerned Licensing Authority through Electronic Mail, if allowed by the concerned State Government/Union Territory Administration.

In such cases, the Licensing Authority shall scrutinize the application and intimate the application about the acceptance/ any discrepancy.

In case the application is accepted, the applicant shall be intimated through Electronic Mail to report to the Authority concerned on an appointed date along with the documents for further verification submission of application fee and examination of the applicant.

POLICE REPORT / DDR

(If applicable, in case of loss / theft of licence)

(In original, or self attested photocopy)

(PASTE HERE)

OLD DRIVING LICENCE REPORT

(In case of old / laminated Driving Licence,
from the concerned counter)

(PASTE HERE)

NOC OF DRIVING LICENCE
FROM OTHER STATE
(If applicable, in original)
(PASTE HERE)

COPY OF ADDRESS PROOF **(INSTRUCTIONS)**

Attach on the next page **any one** of the following documents for Address Proof:-

A) Address Proof as per Motor Vehicles Act, 1988 (Self attested)

1. Electoral Roll (Certified copy issued by the Election Department, Chandigarh Administration)
2. Life Insurance Policy (At least 6 months old with latest receipt of payment)
3. Valid Passport
4. Pay slip/Employer Certificate showing address with official stamp, dispatch number & date (In original) along with Identity Card issued by any office of the Central or State Government or a local body/Nationalized Bank/Government Undertaking

OR

B) Address Proof other than those stated in the Motor Vehicles Act, 1988 (Alongwithan Affidavit duly attested by an Executive Magistrate/ First Class Judicial Magistrate/ Notary Public)

1. Voter Card
2. Aadhar Card
3. Latest Telephone Bill (Landline/Post-paid mobile Bill) (BSNL Only)
4. Rent Deed/Rent Agreement/Lease Deed (Registered with Sub-Registrar of U.T., Chandigarh)
5. Income Tax Return of previous three years (Showing the address with photocopy of PAN card duly certified by the CA or Income Tax Department, Chandigarh Administration)
6. House Allotment letter issued by the Chandigarh Administration/ Government Department/Local body/Nationalized Bank/Government Undertaking
7. Ownership Letter/Transfer Letter issued by the Estate Office/Chandigarh Housing Board/Municipal Corporation,U.T.,Chandigarh
8. Senior Citizen Identity Card issued by the Social Welfare Department, U.T., Chandigarh
9. Identity Card issued to the Ex-Servicemen, by the ZilaSainik Board, U.T., Chandigarh
10. Marriage Certificate issued by the Registrar of Marriages, U.T., Chandigarh
11. Residence Certificate issued by SDM, U.T., Chandigarh
12. Certificate issued by the Hostel Wardens in case of student residing in Hostels with Identity-card photocopy
13. Parent's address proof in case of applicant is minor/dependent only
14. Certificate of Registration of Firm/VAT Certificate issued by the Sales Tax Department showing address/ VAT Form 4/Service Tax certificate issued by the Excise & Custom Department, Chandigarh

COPY OF ADDRESS PROOF

(Self Attested)

(PASTE HERE)

Judicial
Stamp

AFFIDAVIT FOR ADDRESS PROOF
(IF APPLICABLE)
(SPECIMEN)

Applicant
latest
photo
attested

I/We S/o
R/o Chandigarh do hereby solemnly affirm and declare
as under:-

1. That I/we have enclosedas the address proof.
2. That I/we do not have any other address proof i.e., Passport, LIC, etc. except the above stated document.
3. That the enclosed address proof is true and genuine and I/we shall be fully responsible for submitting any fake document.

DEPONENT

Verification :

Verified that the application is correct to the best of my knowledge and belief and that nothing has been concealed by me. In case of any concealment or misrepresentation, legal action may be taken against me. Such action can be taken under Sections 182 & 415 of IPC read with Sections 417 & 420 of IPC as the case may be.

DEPONENT

**** For office use only ****

OBJECTIONS

A) The following Forms/Documents have NOT been attached/completed in the file:

Sr. No.	Form/ Document
1	
2	
3	
4	
5	
Any other objections/ observations:	

(Signature of the Data Entry Operator)

Dated:

OR

B) Certified that I have checked the file and the same is fit for submission.

(Signature of the Data Entry Operator)

Dated:

Branch Incharge

ट्रैफिक नियमों का पालन करें

Obey Traffic Rules

यातायात संकेत

ROAD SIGNS



आदेशात्मक
MANDATORY

रुकिये STOP	रास्ता दीजिये GIVE WAY	प्रवेश निषेध NO ENTRY	आने का रास्ता ONE WAY	दोनों वाहन प्रवेश निषेध VEHICLES PROHIBITED IN BOTH DIRECTIONS	सभी वाहन प्रवेश निषेध ALL MOTOR VEHICLES PROHIBITED	ट्रक प्रवेश निषेध TRUCK PROHIBITED	बैलगाड़ी, हथगोड़ी प्रतिषेधित BULLOCK CART & HAND CART PROHIBITED	बैलगाड़ी, प्रतिषेधित BULLOCK CART PROHIBITED	तांगा प्रवेश निषेध TONGA PROHIBITED	हथगोड़ी प्रवेश निषेध HAND CART PROHIBITED					
साइकिल प्रवेश निषेध CYCLE PROHIBITED	पैदल यात्रा प्रवेश निषेध PEDESTRIAN PROHIBITED	दायें मोड़ निषेध RIGHT TURN PROHIBITED	बायें मोड़ निषेध LEFT TURN PROHIBITED	यू मोड़ निषेध U TURN PROHIBITED	ओवर टैक करना मना है OVERTAKING PROHIBITED	हॉर्न बजाना मना है HORN PROHIBITED	गति सीमा SPEED LIMIT	चौड़ाई सीमा 2 मी. WIDTH LIMIT 2m.	ऊँचाई सीमा 3.5 मी. HEIGHT LIMIT 3.5m.	एक्सल भार क्षमता 4 टन AXLE LOAD LIMIT	प्रतिबंध समाप्त RESTRICTION ENDS				
लंबाई सीमा LENGTH LIMIT	पार्किंग निषेध NO PARKING	रुकना मना है NO STOPPING	हॉर्न बजाइये COMPULSORY SOUND HORN	बायें मोड़ COMPULSORY TURN LEFT	सीधे जाएं COMPULSORY AHEAD ONLY	दायें मोड़ COMPULSORY TURN RIGHT	सीधे या दायें मुड़े COMPULSORY AHEAD OR TURN RIGHT	सीधे या बायें मुड़े COMPULSORY AHEAD OR TURN LEFT	बायें रहिये COMPULSORY KEEP LEFT	साइकिल मार्ग COMPULSORY CYCLE TRACK	भार क्षमता 5 टन LOAD LIMIT				



चेतावनी
WARNING

दायें मोड़ RIGHT HAND CURVE	बायें मोड़ LEFT HAND CURVE	(दायें) हेयरपिन मोड़ (RIGHT) HAIR PIN BEND	(बायें) हेयरपिन मोड़ (LEFT) HAIR PIN BEND	(दायें) टेढ़मेड़ा मोड़ (RIGHT) REVERSE BEND	(बायें) टेढ़मेड़ा मोड़ (LEFT) REVERSE BEND	चौराहा CROSS ROAD	(बायें) खड़ी सड़क (दायें) खड़ी सड़क (LEFT) SIDE ROAD (RIGHT) SIDE ROAD	मुख्य सड़क दोनों ओर T-INTERSECTION	गोल घुमकर जाएं ROUND ABOUT	खतरनाक खाई DANGEROUS DIP	स्पीड ब्रेकर SPEED BREAKER	गार्डेड रेलवे क्रासिंग GUARDED RAIL CROSSING			
वाई तिरछी सड़क Y INTERSECTIONS	वाई तिरछी सड़क Y INTERSECTIONS	दोनों तरफ तिरछी सड़क STAGGERED INTERSECTIONS	दोनों तरफ तिरछी सड़क STAGGERED INTERSECTIONS	आगे मुख्य सड़क MAJOR ROAD AHEAD	आपूर्ति मार्ग SUPPLY ROAD	फिसलन भरी सड़क LOOSE GRAVEL	साइकिल क्रॉसिंग CYCLE CROSSING	बैल CATTLE	पैदल यात्री क्रॉसिंग PEDESTRIAN CROSSING	दोहरे मार्ग का अंत DUAL CARRIAGE WAY ENDS					
विद्यालय SCHOOL	आदमी काम पर MEN AT WORK	गिरती चट्टान FALLING ROCKS	नाव घाट FERRY	चढ़ाई STEEP ACCENT	उतार STEEP DESCENT	संकीर्ण पुल NARROW BRIDGE	आगे संकीर्ण सड़क NARROW ROAD AHEAD	आगे चौड़ी सड़क ROAD WIDENS AHEAD	डिवाइडर के बीचकट है GAP IN MEDIAN	ऊबड़-खाबड़ सड़क HUMP OR ROUGH ROAD	आगे बैरियर है BARRIER AHEAD	घोड़ा HORSES	गार्डेड रेलवे क्रासिंग GUARDED RAIL CROSSING		



सूचनात्मक
INFORMATORY

सार्वजनिक दूरभाष PUBLIC TELEPHONE	पेट्रोल पंप PETROL PUMP	अस्पताल HOSPITAL	प्राथमिक चिकित्सा केन्द्र FIRST AID POST	खाने की जगह EATING PLACE	जलपान LIGHT REFRESHMENT	विश्राम स्थल RESTING PLACE	बाजू से रास्ता नहीं NOT THROUGH SIDE ROAD
सड़क नहीं है NO THROUGH ROAD	दायें ओर पार्किंग PARKING THIS SIDE	दोनों तरफ पार्किंग PARKING BOTH SIDES	दू व्हीलर पार्किंग SCOOTER AND MOTOR CYCLE STAND	साइकिल स्टैंड CYCLE STAND	टैक्सी स्टैंड TAXI STAND	ऑटो रिक्शा स्टैंड AUTO-RICKSHAW STAND	साइकिल रिक्शा स्टैंड CYCLE RICKSHAW STAND

सड़क पर लगे मार्ग संकेत आपके मार्गदर्शक हैं
सदैव उनका पालन करें। वे आपकी सुरक्षा के लिये हैं

ROAD SIGNS GUIDE YOU ON THE ROAD.
ALWAYS FOLLOW THEM. THEY ARE FOR YOUR SAFETY.

Printed at : **BANSAL GRAPHICS**

136-140/28, Industrial Area, Phase-1, Chandigarh

Phone : 098152-64802, 098152-75760, 099153-21186, 0172-5052214, 5018214

Email : bansalgraphics28@gmail.com, bansalgraphics28@yahoo.co.in