

Issuance/ extension of a road license

- I. If the bus has been taken by calling tenders, the relevant fees must have been paid in terms of the tender conditions.
- II. Rs. 5000/- is charged in installments of Rs. 417/- per month for a normal or a luxury bus in issuance of a Road License and, additionally, Rs. 200/- is charged for the label and Rs. 25/- for the Commissioner of RMV. Renewal application fee is Rs. 50/- while the revision application fee is Rs. 100/-
- III. The license should be renewed before 07 working days of the week prior to the date of its expiry
- IV. Or else, fines will have to be paid in case of passenger transportation after expiry of the License.
- V. Originals and a photo copy each of the following documents:
 - Certificate of Fitness of the vehicle valid for the period requested.
 - Third party unlimited insurance policy for all passengers and property.
 - Either Certificate of Registration of the vehicle or the certificate on registration information of the vehicle issued by the Commissioner of Motor Vehicles.
 - Medical Certificate of the Driver.
 - Log sheet received for the previous month or the receipt of payment of the fees.
 - Conductor license.
 - Receipt of payment of Rs. 500/- to check the bus.
 - When the owner is abroad,
 - A letter of certification by the Controller of Immigration and Emigration that the owner has gone abroad.
 - The Agreement issued by the registered owner of the vehicle to its new owner through the embassy of the relevant country.
 - The Power of Attorney, if any (having been certified valid by the date of submission, by the Department of Registration of Motor Vehicles).
- VI. The running record certified by the Regional Manager in the relevant Regional Office on running of the busses should be submitted in making presence in the Head Office for the purpose of renewal of temporary licenses issued for a short period of time.
- VII. Monthly running record fee is Rs. 1000/-.
- VIII. Ticket issuing machine with the facility to use debit cards.