



<http://www.singlewindow.jk.gov.in/>

STANDARD OPERATING PROCEDURE (SOP)

Registration under Motor
Transport Workers Act 1961

Department of Labour and Employment

Government of J&K

Name of Service

Registration under Motor Transport Workers Act 1961.

Name of Department

Department of Labour and Employment, GoJK

Policy/Government Order

Motor Transport Workers Act 1961.

Documents Checklist

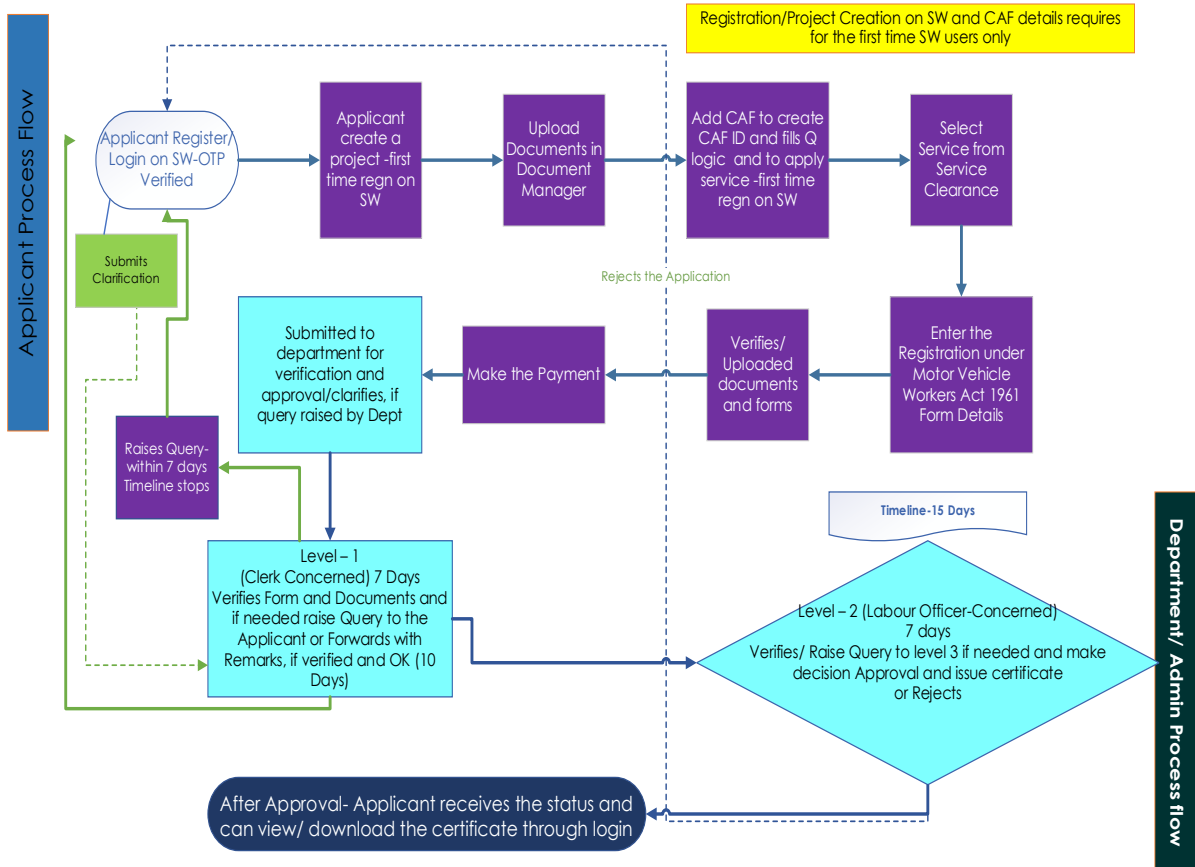
#	Document name	Type	Mandatory
1.	Aadhaar Card of the Applicant	PDF	Yes
2.	Passport Size Photograph of the Applicant	PDF	Yes
3.	Photograph of Establishment	PDF/JPEG/JPG	Yes
4.	Rent Deed/Affidavit of Establishment	PDF	Yes
5.	List of transport workers along with RCs of their vehicle	PDF	Yes

Fees

S.No	Transport Workers to be employed by Transport Owner	Fees
1.	Upto 5 Workers	Rs. 100
2.	Upto 25 Workers	Rs. 250
3.	Upto 50 Workers	Rs. 500
4.	Upto 100 Workers	Rs. 1000
5.	Upto 250 Workers	Rs. 2500
6.	Upto 500 Workers	Rs. 5000
7.	Upto 750 Workers	Rs. 7500

8.	Upto 1000 Workers	Rs. 10000
9.	Upto 1500 Workers	Rs. 12500

Process Flow: Registration under Motor Transport Workers Act 1961.



Procedure for Registration under Motor Transport Workers Act 1961.

- I. Applicant registers himself/herself on single window system <http://www.singlewindow.jk.gov.in>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.

- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Application for Registration under Motor Transport Workers Act 1961.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility.
- IX. Filled application form will be submitted to Concerned Clerk.
- X. After online receipt of application form for issuance of Registration under Motor Transport Workers Act 1961 with all the necessary documents mentioned above the Concerned Clerk shall scrutinize the application along with uploaded documents
- XI. In case of deficiency Clerk shall report the deficiency to the applicant within seven working days.
- XII. If there is no deficiency the Clerk shall recommend the application to Labour Officer having jurisdiction of the area, who if satisfied shall issue or reject the same within Seven working days.
- XIII. The certificate can be downloaded from the applicant login.

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1	Motor Transport Establishment Details	Name of Motor Transport undertaking	Alpha/numeric	Yes
2		Address to which communications relating to the motor transport undertaking should be sent	Alpha/numeric	Yes
4		City	Alpha	Yes
5		District	Alpha/Dropdown	Yes
7		Pincode: *	Numeric	Yes
8		Nature of motor transport service	Dropdown	Yes
9		Total number of routes	Numeric	Yes
10		Total route mileage	Numeric	Yes
11		Total number of motor transport vehicles on the last date of preceding year.	Numeric	Yes
12		Maximum number of motor transport workers employed on any day during the preceding year.	Numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
13	Proprietor and partners of the motor transport undertaking in case of a firm not registered under the Companies Act, 1956;	Name	Alpha/numeric	Yes
14		Residential Address	Alpha/numeric	Yes
15		City	Alpha	Yes
16		District	Alpha/Dropdown	Yes
17		Pincode	Numeric	Yes
		Contact Number	Numeric	Yes
18	General Manager in case of a public sector undertaking.	Name	Alpha/numeric	Yes
19		Residential Address	Alpha/numeric	Yes
20		City	Alpha	Yes
21		District	Alpha/Dropdown	Yes
22		Pincode	Numeric	Yes
		Contact Number	Numeric	Yes
26	Directors in case of company registered under the Companies Act, 1956.	Full name of the person	Alpha	Yes
27		Residential Address	Alpha/Numeric	
28		City	Alpha	Yes
29		District	Dropdown	Yes
30		Pincode	Numeric	Yes
31		Contact Number	Numeric	Yes
42	Documents	Aadhaar Card of the Applicant	Upload Option/ Dropdown	Yes
43		Passport Size Photograph of the Applicant	Upload Option/ Dropdown	Yes
44		Photograph of Establishment	Upload Option/ Dropdown	Yes
45		Rent Deed/Affidavit of Establishment	Upload Option/ Dropdown	Yes
46		List of transport workers along with RCs of their vehicle	Upload Option/ Dropdown	Yes

Do's and Don'ts

Do's

1. Ensure that relevant document as mentioned in the Standard Operating Procedure is uploaded at appropriate place.
2. Reply at the earliest or in 7 days to the clarification raised by the Department Officer for the Application.
3. Raise grievances on Single Window if Approval is not granted within specified timeline.
4. Download your Approval certificate/ License/Registration etc. from the portal only.

Don'ts

1. There is no need to visit the Dept. for approval or any clarification.
2. Don't submit any physical hard copy of document to the Dept.
3. Don't upload irrelevant documents in the Application which is not mentioned in the Document Checklist

References:

1. Motor Transport Workers Act 1961 ([Microsoft Word - MotorTransport Workers Act, 1961.doc \(indiacode.nic.in\)](#))
2. PSGA General Administration Department, Jammu & Kashmir. ([showpdf.aspx \(jkgad.nic.in\)](#))

Appendix

SCHEDULE I
FORM No. 1

[See rules 4 and 8]

**APPLICATION FOR REGISTRATION AND GRANT OR RENEWAL
OF CERTIFICATE OF REGISTRATION**

1. Name of Motor Transport undertaking.
2. Full address to which communications relating to the motor transport undertaking should be sent.
3. Nature of motor transport service, e. g. city service, long distance passenger service, long distance freight service
4. Total number of routes.
5. Total route mileage.
6. Total number of motor transport vehicles on the last date of preceding year.
7. Maximum number of motor transport workers employed on any day during the preceding year.
8. Full names and residential addresses of the
 - (i) Proprietor and partners of the motor transport undertaking in case of a firm not registered under the Companies Act, 1956; or
 - (ii) General Manager in case of a public sector undertaking.
9. Full names and residential addresses of the Directors in case of company registered under the Companies Act, 1956.
10. Amount of fee Rs (Rupees) paid in Treasury on (vide Challan No. enclosed).

Signature of the Employer

3374

MOTOR TRANSPORT WORKERS RULES, 1972

Note. This form should be completed in ink in block letters or typed.

FORM No. II

[See rule 5]

CERTIFICATE OF REGISTRATION TO WORK A MOTOR TRANSPORT UNDERTAKING.

Registration No Fee Rs.....

Serial No.....

Certificate of Registration is, hereby granted to to operate motor transport services employing not more than persons on any one day during the year subject to provisions of the Motor Transport Workers Act, 1961 and the rules made thereunder.

The Certificate of Registration shall remain in force till the 31st of December, 20.....

The 20

Chief Inspector
Inspector

Date of renewal

Date of expiry

Signature of the Chief
Inspector/Inspector