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# STANDARD OPERATING PROCEDURE (SOP)

Renewal under Motor  
Transport Workers Act 1961

**Department of Labour and Employment**

Government of J&K

### Name of Service

Renewal 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

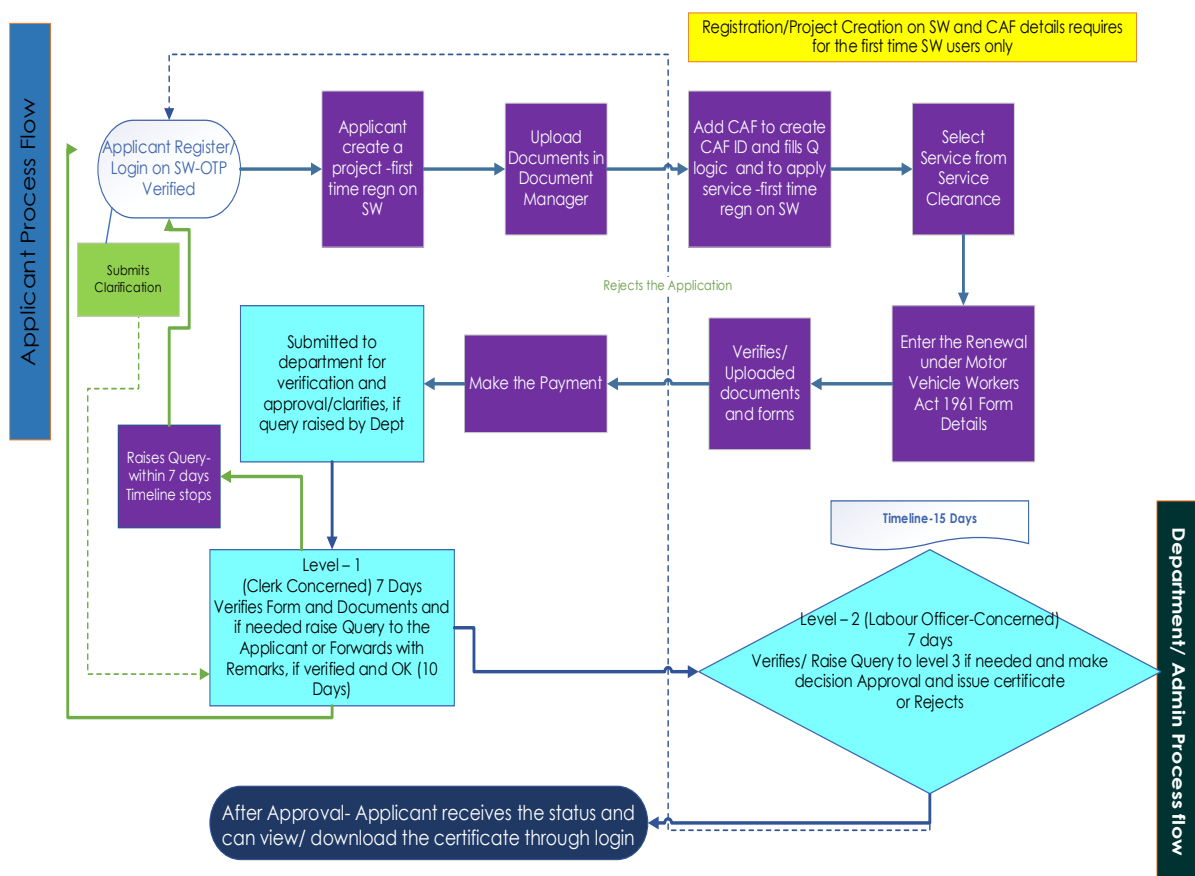
#	Document name	Type	Mandatory
1.	Aadhaar Card of the Applicant	PDF	Yes
2.	Passport Size Photograph of the Applicant	PDF	Yes
3.	Photograph of Establishment	PDF/JPEG/JPG	Yes
4.	Rent Deed/Affidavit of Establishment	PDF	Yes
5.	List of transport workers along with RCs of their vehicle	PDF	Yes
6.	Previous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

### Fees

S.No	Transport Workers to be employed by Transport Owner	Fees
1.	Upto 5 Workers	<b>Rs. 100</b>
2.	Upto 25 Workers	<b>Rs. 250</b>
3.	Upto 50 Workers	<b>Rs. 500</b>
4.	Upto 100 Workers	<b>Rs. 1000</b>
5.	Upto 250 Workers	<b>Rs. 2500</b>
6.	Upto 500 Workers	<b>Rs. 5000</b>

S.No	Transport Workers to be employed by Transport Owner	Fees
7.	Upto 750 Workers	<b>Rs. 7500</b>
8.	Upto 1000 Workers	<b>Rs. 10000</b>
9.	Upto 1500 Workers	<b>Rs. 12500</b>

### Process Flow: Renewal under Motor Transport Workers Act 1961.



### Procedure for Renewal 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 Renewal 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 Renewal 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.		Previous Registration Number	Alpha/numeric	Yes
3.		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
6.		Pincode: *	Numeric	Yes
7.		Nature of motor transport service	Dropdown	Yes
8.		Total number of routes	Numeric	Yes
9.		Total route mileage	Numeric	Yes
10.		Total number of motor transport vehicles on the last date of preceding year.	Numeric	Yes
11.		Maximum number of motor transport workers employed on	Numeric	Yes

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

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
35.		Previous Registration Certificate	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 under taking 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