

### 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.

### 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	
13		Proprietor and partners of the motor transport undertaking in case of a firm not registered under the	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	

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
	Companies Act, 1956;			
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 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