

# **The Punjab Motor Transport Workers Rules, 1963**

PUNJAB

India

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### **Rule**

### **THE-PUNJAB-MOTOR-TRANSPORT-WORKERS-RULES-1963 of 1963**

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The Punjab Motor Transport Workers Rules, 1963 Published vide Notification Punjab Government Not. No. GSR..131/CA.27/61/S.40/63, dated 1-6-1963.

## **Chapter I Preliminary**

### **1. Short title and commencement.**

(1) These Rules may be called the Punjab Motor Transport Workers Rules, 1963.

**2. The whole of these rules except rules 17 to 23 and rule 25 shall come into force as soon as they are published in the Official Gazette and the State Government may by notification in the Official Gazette, direct that rules 17 to 23 and rule 25 shall come into force on such date or dates as may be specified in the notification.**

### **2. Definitions.**

(1) In these rules, unless the context otherwise requires :-(a) "Act" means the Motor Transport Workers Act, 1961; (b) "Form" means a form appended to these rules; (c) "Inspector" means an officer appointed under Section 4 of the Act and includes Chief Inspector; (d) "qualified medical practitioner" means a person holding a qualification granted by an authority specified in the Schedule to the Indian Medical Degrees Act, 1916 or in the Schedules to the Indian Medical Council,

1933;(e)"Schedule" means a schedule annexed to these rules;(f)"section" means a section of the Act;(g)"undertaking" means a motor transport undertaking.(2)All other words and expressions used but not defined in these rules and defined in the Act shall have the meanings respectively assigned to them in the Act.

### **3. Interruption during running time.**

- Any interruption of less than fifteen minutes shall be counted towards running time.

## **Chapter II**

## **Registration of Motor Transport Undertaking**

### **4. Application for registration.**

- Every employer of an undertaking shall, within not less than thirty days before the date on which he proposes to operate the undertaking, submit to the Chief Inspector or an Inspector duly authorised by him in this behalf an application in Form No. I, in duplicate, for registration of the undertaking and grant of a certificate of registration :Provided that in the case of an undertaking existing immediately before the commencement of these rules, such application shall be made within sixty days from such commencement :Provided further that where an undertaking has units operating in more than one State, the employer of the undertaking shall apply for registration to the Chief Inspector, or the Inspector, as the case may be, of the State in which its Headquarters office is located.

### **5. [ Grant of certificate of registration. [Table in Rule 5 substituted vide No. G.S.R. 26/C.A. 27/61/S. 40/Amd.(14)/2002, dated 24.5.2002.]**

- A certificate of registration for an undertaking shall be granted by the Chief Inspector or an Inspector duly authorised by him in this behalf in Form No. II on payment of fees as specified below] :-

[Maximum Number of Motor Transport Workers to be employed during the year	Fee (Rupees)
5	200
25	500
50	1000
100	2000
250	5000
500	10000
750	15000
1000	20000
1500 and above	30,000

## **6. Validity of certificate of registration.**

- Every certificate of registration granted under rule 5 or renewed under rule 8 shall remain in force upto 31st December of the year for which the certificate is granted or renewed.

## **7. Amendment of certificate of registration.**

(1)The certificate of registration granted under rule 5 may be amended by the Chief Inspector or an Inspector duly authorised by him in this behalf.(2)An employer shall, within thirty days of the day when the cause of amendment arises, submit to the Chief Inspector or an Inspector duly authorised by him in this behalf, an application stating the nature of amendment and reasons therefor.(3)The fee for the amendment of the certificate of registration shall be [hundred rupees] [Substituted for 'fifty rupees' vide Punjab Government Notification No. G.S.R. 26/C.A. 27/61/S. 40/Amd.(14)/2002, dated 24.5.2002.] plus the amount, if any, by which the fee that would have been payable if the licence had been originally issued in the amended form exceeds the fee originally paid for the certificate of registration.

## **8. Renewal of certificate of registration.**

(1)Every employer shall apply to the Chief Inspector or an Inspector duly authorised by him in this behalf for renewal of the certificate of registration before its validity expires.(2)Every such application shall be in Form No. 1 in duplicate, and shall be made not less than sixty days before the date on which the certificate of registration expires and if the application is so made, the undertaking shall be deemed to be duly registered until such date as the certificate of registration is renewed.(3)The fee chargeable for renewal certificate of registration shall be the same as for the grant thereof :Provided that if the application for renewal is not received within the time specified in sub-rule (2) a fee of twenty-five per cent in excess of the fee ordinarily payable for the certificate of registration shall be payable for such renewal :Provided further that in cases where the Chief Inspector or the Inspector is satisfied that delay in submission of the application is due to unavoidable circumstances beyond the control of the employer, he may reduce or remit, as he thinks fit, the payment of such excess fee.

## **9. Transfer of certificates of registration.**

(1)An employer holding a certificate of registration may, at any time, before the expiration of its validity apply for permission to transfer the certificate to another person.(2)Such application shall be made to the Chief Inspector or an Inspector duly authorised by him in this behalf who shall, if he approves of the transfer, enter upon the certificate of registration under his signature, an endorsement to the effect that the certificate of registration has been transferred to the person named.

## **10. Procedure on death or disability of employer.**

- If the employer holding a certificate of registration dies or becomes insolvent, the person carrying on the business of the undertaking shall not be liable under the Act during such time as may reasonably be required to allow him to make an application for the amendment of the certificate of registration under rule 7 in his name.

## **11. Issue of duplicate certificates of registration.**

- Where a certificate of registration granted, or renewed under rule 5 or rule 8, as the case may be, is lost, defaced or accidentally destroyed, a duplicate may be granted on payment of a fee of [hundred rupees] [Substituted for 'fifty rupees' vide Punjab Government Notification No. G.S.R. 26/C.A. 27/61/S. 40/Amd.(14)/2002, dated 24.5.2002.].

## **12. Payment of fees.**

(1) All fees to be paid under these rules shall be paid into the local treasury under the head of account. ["230 Labour and Employment (a) 101 receipts Labour Laws under Motor Transport Workers Act"] [Substituted vide Punjab Government Notification No. G.S.R. 26/C.A. 27/61/S. 40/Amd.(14)/2002, dated 24.5.2002.]. (2) If an application for the grant, renewal, amendment or issue of a duplicate certificate of registration is rejected, the fee paid shall be refunded to the applicant.

## **13. Marking of the registration number on the vehicles.**

- The registration number of the undertaking shall be marked on the left hand side of every vehicle in lettering .076 metres high and .013 metres thick.

# **Chapter III**

## **Inspecting Staff**

## **14. Qualification of Inspector.**

(1) No person shall be appointed as an Inspector unless he, -(a) in the case of direct appointment -(i) is not less than 25 years; (ii) possesses a degree of a recognised university and a degree or diploma in Social Science of a recognised institution; and (iii) has worked as a Labour or Welfare Officer in any industrial establishment or Government Department for a minimum period of two years; (b) in the case of an appointment by promotion, -(i) possesses a degree of a recognised university; and (ii) has an experience of working in the Labour Department for a minimum period of two years. (2) Notwithstanding anything contained in sub-rule (1), the Government may appoint a Wage Inspector, Labour Inspector or any other officer of the Labour Department of a rank higher than that of Wage Inspector or Labour Inspector as an Inspector for the purpose of section

4.Explanation. - For the purpose of this rule, the expression "recognised university" or "recognised institution" shall mean a university or institution, as the case may be, recognised by the State Government in this behalf.

## **15. Powers of Inspectors.**

- An Inspector shall for carrying out the purposes of the Act, have power to do all or any of the following acts :-(i)to photograph any motor transport worker, to inspect or sketch, as the case may be, any motor transport vehicle, building, room, appliance cable, apparatus, register or document, which is under use or occupation of any undertaking, or anything provided for the purpose of securing health and welfare of motor transport worker;(ii)to prosecute, conduct or defend before any court any complaint or other proceeding arising under the Act, or these rules or in discharge of his duties as an Inspector;(iii)to require any employer to supply or send any return or information relating to the provisions of the Act or these rules; and(iv)to have a person residing in a State other than one in which offence under the Act or these rules has been committed examined through an Inspector in that State and to obtain a record of such examination.

## **16. Duties of certifying Surgeons.**

(1)For the purpose of examination and certification of adolescents who wish to obtain certificates of fitness, certifying surgeon shall arrange a suitable time and place for the attendance of such persons and shall give previous notice in writing of such arrangements to the employees of undertakings concerned within the local limits of his jurisdiction or undertakings or class of undertakings assigned to him.(2)The certifying Surgeon shall issue his certificates in Form No. III. The foil and counterfoil shall be filled in and the left thumb-mark of the person in whose name the certificate is granted shall be taken on them. On being satisfied as to the correctness of the entries made therein and of the fitness of the person examined, he shall sign the foil and initial the counterfoil and shall deliver the foil to the person in whose name the certificate is granted, who shall keep the same in his custody and on demand by the Inspector shall produce the same for inspection by him. The foil so delivered shall be the certificate of fitness granted under section 23. All counterfoils shall be kept for a period of at least two years after the issue of the certificate.(3)The certifying surgeon shall upon request by the Chief Inspector, carry out such examination and furnish him with such report as he may indicate in respect of any undertaking or class of transport undertakings where -(a)cases of illness have occurred which it is reasonable to believe are due to the nature of work or other conditions of work prevailing therein, or(b)adolescents are or are about to be, employed in any work which is likely to cause injury to their health.(4)If the certifying surgeon finds as a result of his examination that any person employed in any work in any undertakings, is no longer fit to work for medical reason, he shall inform the employer in writing accordingly. On receipt of this information it shall be obligatory on the employer to suspend such a person from working in that work unless he is certified fit for the work by the certifying surgeon.(5)The employer shall afford to the certifying surgeon facilities to inspect any work in which any person is employed or is likely to be employed.(6)The employer shall provide for the purpose of any medical examination which the certifying surgeon wishes to conduct at a place of the undertaking to be fixed in consultation with the representatives of the workers (for his exclusive use on the occasion of the examination) a room

which shall be properly cleaned and adequately ventilated and lighted and furnished with a screen, a table (with writing material) and chairs.

## **Chapter IV**

### **Welfare and Health**

#### **17. Canteens.**

(1)The employer of every undertaking shall provide, for the use of the motor transport workers at every place wherein one hundred motor transport workers or more ordinarily call on duty, during every day, an adequate canteen in or near the place wherein the undertaking is situated according to the standards prescribed in this rule.(2)The employer shall submit for the approval of the Chief Inspector plans and site plans in duplicate of the building to be constructed or adapted for use as a canteen.(3)The canteen building shall be situated not less than 15 metres from any latrine, urinal or any other source of dust, smoke, or obnoxious fumes :Provided that the Chief Inspector may in any particular case relax the provision of this sub-rule to such extent as may be reasonable in the circumstances and may require measures to be adopted to secure the essential purpose of this sub-rule.(4)The canteen building shall be constructed in accordance with the plans approved by the Chief Inspector and shall accommodate at least a dining hall, kitchen, storeroom, pantry and washing places separately for workers and for utensils.(5)In a canteen, the floor and inside walls upto a height of 1.2 metres from the floor shall be made of smooth and impervious material, the remaining portion of the inside wall shall be made smooth by cement plaster or in any other manner approved by the Chief Inspector.(6)The doors and windows of a canteen building shall be of fly proof construction and shall allow adequate ventilation.(7)The canteen shall be sufficiently lighted at all times when any person has access to it.(8)(a)In every canteen -(i)all inside walls of rooms and all ceilings, passages and stair- cases shall be lime-washed, colour washed or painted, as the case may be, and shall also be disinfected. Lime-washing or colour washing shall be carried out once in every year, painting once in every three years and disinfecting once in six months;(ii)all wood-work shall be varnished or painted once in every three years; and(iii)all internal structural iron or steel work shall be varnished or painted once in every three years :Provided that inside walls of the kitchen shall be lime-washed once in every four months.(b)Records of dates on which lime-washing, colour-washing varnishing, painting or disinfecting as the case may be, is carried out shall be maintained in a register in Form No. IV.(9)The precincts of the canteen shall be maintained in a clean and sanitary conditions. Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance. Suitable arrangement shall be made for the collection and disposal of garbage.

#### **18. Canteen Hall.**

(1)The canteen hall shall accommodate at least thirty per cent of the motor transport workers likely to come at a time :Provided that in any particular undertaking or in any particular class of undertakings, the State Government may, by notification in this behalf in the Official Gazette, alter the percentage of workers to be accommodated.(2)The floor area of the canteen hall excluding the

area occupied by service counter and any furniture, except tables and chairs, shall not less than .92903 square metre per diner to be accommodated under sub-rule (1).(3)Sufficient tables, chairs or benches shall be available for the number of diners to be accommodated under sub-rule (1).

## **19. Equipment.**

(1)There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen, suitable clean clothes for the employees serving the canteen shall also be provided and maintained by the employer.(2)The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition. A service counter, if provided, shall have a top of smooth and impervious material. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and other equipments.

## **20. Prices to be charged.**

(1)Food, drink and other items served in the canteen shall be sold on a no-profit basis and the prices charged shall be subject to the approval of the Canteen Managing Committee constituted under rule 22.(2)The charges per portion of food-stuff, beverages and any other items, served in the canteen shall be conspicuously displayed in the canteen.

## **21. Accounts.**

(1)Proper accounts pertaining to the canteen shall be maintained. All books of accounts, register or any other documents used in connection with the running of a canteen shall be produced on demand to an Inspector.(2)The accounts pertaining to the Canteen shall be audited once in every twelve months by registered accountants and auditors. The balance-sheet prepared by the said auditors shall be submitted to the Canteen Managing Committee not later than two months of the closing of the audited accounts :Provided that the accounts pertaining to the Canteen in a Public Sector Undertaking having its own Accounts Department may be audited in that Department.

## **22. Canteen Managing Committee.**

(1)The employer shall constitute a Canteen Managing Committee which shall be constituted from time to time to -(a)the quality and quantity of food-stuffs to be served in the canteen;(b)the arrangement of the menus;(c)time of meals in the canteen; and(d)any other matter as may be directed by the committee.(2)The Canteen Managing Committee shall consist of an equal number of persons nominated by the employer and elected by the motor transport workers. The number of elected workers shall be in the proportion of one for every 100 workers employed in the undertaking :Provided that in no case shall there be more than five or less than two motor transport workers on the Committee.(3)The employer shall determine the procedure for and supervise the election of the representatives of the motor transport workers to the Canteen Managing Committee.(4)The members of Canteen Managing Committee shall hold office for a period of two years from the date

on which it is constituted :Provided that such member shall notwithstanding the expiration of their term continue to hold their office until the constitution of the next Canteen Managing Committee.

## **23. Rest-rooms.**

- The rest rooms shall conform to the following standards and the employer of every undertaking shall submit for the approval of the Chief Inspector plans and site plan in duplicate of the building to be constructed or adapted :(a)The building shall be soundly constructed and all the walls and roofs shall be of suitable heat-resisting material and shall be water proof. The floor and walls to a height of 0.9144 metres shall be so laid or finished as to provide a smooth, hard and impervious surface.(b)The height of every room in the building shall be not less than 3.6576 metres from the floor level to the lowest part of the roof and there shall be at least 4.64515 square metres of floor area for every motor transport worker required to halt at night.(c)Effective and suitable provisions shall be made in every room for securing and maintaining adequate ventilation for the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.(d)Every rest-room shall be adequately furnished with chairs and cots and provided with adequate number of fans in electrified towns.(e)Every rest-room building and precincts thereof shall be kept in a clean and tidy condition and shall be lime-washed at least once in a period of 12 months and record thereof shall be maintained in Form No. IV prescribed in Rule 17 :Provided that where the Chief Inspector is satisfied that in respect of any particular place the provision of rest-rooms to the above standards is not reasonably practicable, he may by order in writing approve any suitable alternative accommodation subject to such conditions as he may specify.

## **24. Uniforms.**

(1)The drivers, conductors and line checking staff employed in an undertaking shall be provided free by the employer with uniform and rain coats as specified in Schedule I.(2)Where washing of uniform provided under sub-rule (1) is not arranged by the employer, the staff concerned shall be entitled to a washing allowance at the rate of [Thirty rupees] [Substituted by Punjab Government Notification No. G.S.R. 82/C.A. 27/61/S. 40/Amd. (13)/98, dated 25.11.1998.] per month.

## **25. Medical Facilities.**

(1)At every operating centre and halting station (which in the case of city service, shall include only depots and other offices) wherein 250 motor transport workers or more ordinarily call on duty during every day, a dispensary shall be provided and maintained with such equipment and drugs as the State Government may direct.(2)The dispensary shall be in charge of a qualified medical practitioner assisted by such staff as the State Government may direct.(3)The dispensary shall have a floor area of at least 25 square metres and smooth, hard and impervious walls and floors and shall be adequately ventilated and lighted by both natural and artificial means. An adequate supply of wholesome drinking water shall be provided.(4)At every operating centre and halting station where less than 250 motor transport workers call on duty every day, first-aid boxes or cup-boards of the standard set out in Schedule II shall be provided. Every First-aid box or cup-board shall be clearly marked "First-Aid" and shall be kept stocked and in good order. These first-aid boxes or cup-boards



shall be readily accessible during all working hours and shall be in the charge of an employee of the undertaking, trained in first-aid.

## **26. First-aid facilities.**

- First-aid box containing the equipment mentioned in Schedule III shall be provided in every motor transport vehicle. Every first-aid box shall be clearly marked "First-Aid" and shall be kept stocked and in good working order.

# **Chapter V**

## **Hours and Limitation of Employment**

## **27. Hours of work.**

(1)The Chief Inspector may on written application from an employer, subject to conditions and for such period as he may think fit, permit motor transport workers to work for more than eight hours in any day or forty-eight hours in any week but in no case more than ten hours in a day and fifty-four hours in a week-(i)on any route of 150 kilometers or more; and(ii)on such festive or other occasions as may be notified by the State Government in the Official Gazette.(2)In any case referred to in the second proviso to section 13, an employer shall not require or allow any motor transport worker to work for more than sixteen hours in a day and seventy-two hours in a week with at least eight consecutive hours of rest between the termination of duty and commencement of the next duty.

## **28. Notice of hours of work.**

(1)Notice of hours of work shall be in Form No. V.(2)It shall be written in English and in a language understood by the majority of workers and shall be displayed at a conspicuous place where the motor transport workers ordinarily call for duty and shall be maintained in clean and legible conditions :Provided that if the Chief Inspector is of opinion that the duty schedule or any other record maintained as a part of the routine of the undertaking gives the particulars required under this rule, he may order in writing direct that the maintenance of such record shall be sufficient compliance with the provisions of this rule.(3)No change in the notice of hours of work shall be allowed unless a three days' clear notice is given to the Inspector indicating the contemplated change in the notice of hours of work.

## **29. Weekly Rest.**

- No motor transport worker shall be required or allowed to work on a day of rest fixed for him (hereinafter referred to as the said day) unless :-(a)he has or will have a holiday for a whole day (hereinafter called the "Substituted day") or one of the three days immediately before or after the said day; and(b)the employer has before the said day or substituted day whichever is

earlier-(i)delivered a notice at the office of the Inspector of his intention to require the worker to work on the said day and the day which is to be substituted; and(ii)displayed a notice to that effect at the premises.(2)Notices given under sub-rule (1) may be cancelled by a notice delivered at the office of the Inspector and a notice displayed at the premises of the undertaking not later than the day before the said day or the substituted day to be cancelled, whichever is earlier.(3)Where in accordance with the provisions of sub-rule (1), any motor transport worker works on the said day and has had a holiday on one of the three days immediately before it that said day, shall for the purposes of calculating his weekly hours of work, be included in the immediately preceding week.

### **30. Compensatory holidays.**

(1)Every employer shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowing compensatory holidays during the same month or the immediately following two months and of the date thereon, at the place at which the notice of hours of work prescribed under section 18 is displayed. Any subsequent change in the notice in respect of any compensatory holidays shall be made not less than three days in advance of the date of that holiday.(2)Any compensatory holiday or holidays to which a worker is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.(3)Every employer shall maintain a register of compensatory holidays in Form No. VI, which shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

## **Chapter VI**

### **Wages and Leave**

### **31. Overtime.**

- When any motor transport worker works for more than eight hours on any day or more than forty-eight hours in any week in any case referred to in the second proviso to section 13, he shall be entitled to the rate of wages in respect of overtime work at 1½ times the rates of his ordinary wages subject to a maximum of one-half of his ordinary wages.Note. - "Overtime work" means any work in excess of eight hours a day or forty-eight hours a week.

### **32. Holidays.**

- The State Government may notify in the Official Gazette the holidays which shall be granted to the motor transport workers.

### **33. Leave with wages.**

(1)Every employer shall maintain a Register of Leave With wages, in Form No. VII :Provided that if the Chief Inspector is of opinion that any muster- roll or register maintained as part of the routine of

any undertaking, or return made by the employer, gives in respect of any or all the workers, the particulars required for the enforcement of Chapter VII of the Act, he may, by order in writing, direct that such muster-roll or register or return shall to the corresponding extent, be maintained, in place of and be treated as the register required to be maintained under this rule in respect of that undertaking.(2)The register of leave with wages shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

### **34. Leave Book.**

(1)Every employer shall provide each worker with a book in Form No. VIII (hereinafter called the 'Leave Book'). The Leave Book shall be the property of the worker and the employer or his agent shall not demand it except to make necessary entries and shall not keep it for more than a week at a time :Provided that if any leave card or similar record giving full particulars of the leave as shown in the leave book is issued by the employer to the motor transport worker such card or record may be accepted by order in writing by the Chief Inspector.

### **35. Register of Workers.**

- Every employer shall maintain a register of Workers in Form No. IX :Provided that if the Chief Inspector is of opinion that any register of workers or similar record maintained as part of the routine of an undertaking gives the particulars required under this rule, he may by order in writing direct that such register of workers or record shall be maintained in place of and treated as, the register of workers required to be maintained under this rule.

### **36. Muster-Rull**

- Every employer shall maintain a muster roll of all workers employed in the undertaking in Form No. X :Provided that, if the Chief Inspector is of opinion that any muster- roll or register maintained as part of the routine of an undertaking gives the particulars required under this rule, he may by order in writing direct that such muster-roll or register be maintained in place of and treated as the muster-roll required to be maintained under this rule.

### **37. Overtime Muster-Roll.**

- Every employer shall maintain a muster-roll in Form No. XI in which shall be correctly entered overtime hours of work and payments therefor. The muster-roll shall always be available for inspection :Provided that if the Chief Inspector is of opinion that any overtime muster-roll or register maintained as part of the routine of an undertaking gives the particulars required under this rule, he may by order in writing direct that such overtime muster-roll or register be maintained in place of and treated as the muster-roll required to be maintained under this rule.

### 38. Individual Control Book.

(1) No employer shall allow operation of any motor transport vehicle unless each motor transport worker travelling with the vehicle is provided with and maintains individual control book in Form No. XII. The book shall be bound with the forms in duplicate and each form shall be numbered consecutively : Provided that if the Chief Inspector is of opinion that any individual control book, or similar record maintained as a part of the routine of any undertakings gives the particulars required under this rule, he may by order in writing direct that such individual control book or record be maintained in place of and treated as the individual control book required under this rule. (2) Every motor transport worker travelling with the vehicle shall make entries daily in the individual control book and forward or hand over to his employer the original copy of the form not later than the first working day after completion of the week to which the form related. (3) Every employer shall maintain the original copies of the individual control book mentioned in sub-rule (2) in separate files for each motor transport worker for a period of three years and shall produce it on demand by an Inspector. (4) Every motor transport worker travelling with the vehicle shall carry and retain with himself the individual control book for at least six months after the last entry and produce for inspection on demand by an Inspector.

## Chapter VII Miscellaneous

### 39. Returns.

- The employer of every undertaking shall furnish to the Inspector or other officer appointed by the State Government, in this behalf not later than the first February of the year immediately succeeding to that to which it relates, an annual return, in duplicate in Form No. XIII. Form No. I (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 undertakings 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 the 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 address of the Directors in the case of a company registered under the Companies Act, 1956. ....

**10. Amount of fee Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) paid in \_\_\_\_\_ Treasury \_\_\_\_\_ on \_\_\_\_\_ (vide Challan No. \_\_\_\_\_ enclosed).**

Date \_\_\_\_\_ Signature of the employer. Note. - This form should be completed in ink in block letters or typed. Form No. II (See rule No. 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 day of December, 19 \_\_\_\_\_. Chief Inspector \_\_\_\_\_ Inspector The \_\_\_\_\_ 19 \_\_\_\_

Date of renewal \_\_\_\_\_ Date of expiry \_\_\_\_\_ Signature of the Chief Inspector \_\_\_\_\_

Form No. III (See Rule 16) Certificate of fitness

1. Serial No. \_\_\_\_\_ Serial No. \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

2. Name \_\_\_\_\_ I certify that I have personally examined (name).

**3. Father's name**

**4. Residence \_\_\_\_\_, son of \_\_\_\_\_ residing at \_\_\_\_\_**

5. Date of birth, if available \_\_\_\_\_ and/or certified age \_\_\_\_\_

\_\_\_\_\_ 6. Physical

fitness \_\_\_\_\_ 7. Descriptive marks

## 8. Reasons for

(1) Refusal of Certificate -

(2) Certificate being revoked -

Thumb impression

Initials of Certifying Surgeon

Note. - Exact details of cause of physical disability should be clearly stated. Form No. IV (See rule 17) Record of Lime-washing, painting, etc.

Name of room	Parts lime-washed, painted, varnished, disinfected e.g., walls, ceilings, wood work etc.	Treatment whether lime-washed, painted, varnished or disinfected	Date on which lime-washed, painting, varnishing or disinfecting was carried out (according to the English Calendar			Remarks
			Day	Month	Year	
1	2	3	4	5	6	7

Signature of Employer Form No. V (See Rule 28) Notice of periods of work for motor transport workers for the year 19 . Name of undertaking \_\_\_\_\_, Place \_\_\_\_\_

Periods of work

Groups

Relays

Hours of work on Working days

1. From to

2. From to

3. From to

4. From to

5. From to

6. From to

On partial working days

7. From to

8. From to

Date on which this notice is first exhibited \_\_\_\_\_ Signature of employer \_\_\_\_\_ Form No. VI (See Rule 30) Register of Compensatory Holidays

Serial No.	Serial No. in the Register of Workers	Name	No. and date of exempting order	Year	Weekly rest days lost due to the exempting order in			
					January to March	April to June	July to September	October to December
1	2	3	4	5	6	7	8	9

date of compensatory holidays given in \_\_\_\_\_

					Lost rest days carried to the next year	REMARKS		
January to March					April to June	July to September	October to December	
10					11	12	13	14 15

Form No. VII (See Rule No. 33) Register of Leave with Wages Adults/Adolescents

Serial No. \_\_\_\_\_ Name \_\_\_\_\_

Father's name \_\_\_\_\_

Name of the undertaking \_\_\_\_\_

Address \_\_\_\_\_

Date of entry into service \_\_\_\_\_

Date of discharge \_\_\_\_\_

Date and amount of payment made in lieu of leave due \_\_\_\_\_

Calendar year of service	Wage period		Wages earned during the wage period	Number of days of work performed	Leave to Credit	Total of Cols. 5 & 6	
	From	To					
							Balance of leave from preceding year
							Leave earned during the year mentioned in Col. I

1	2	3	4	5	6	7	
Whether leave was refused	Leave enjoyed To	_____	From	Balance of leave to credit	Normal rate of wages	Cash equivalent of advantage accruing through concessional rate of foodgrains and other articles	Rate of wages for the leave period (Total of Cols. 11 and 12)
8	9			10	11	12	13
							14

Note. - Separate page will be allotted to each worker. Form No. VIII (See Rule No. 34) Leave Book Adults/Adolescents

Serial No. \_\_\_\_\_ Address \_\_\_\_\_

Name of undertaking \_\_\_\_\_

Date of entry into service \_\_\_\_\_

Date of discharge \_\_\_\_\_

Date of amount of payment made in lieu of leave due \_\_\_\_\_

Calendar year of service	Wage period To	_____	From	Wages earned during the wage period	Number of days of work performed	Leave to Credit _____	Balance of leave from preceding year	Leave earned during the year mentioned in Col. I	Total of Col. 5 and 6
1	2			3	4	5		6	7

Whether leave was refused	Leave enjoyed To	_____	From	Balance of leave to credit	Normal rate of wages	Cash equivalent of advantage accruing through concessional rate of foodgrains and other articles	Rate of wages for the leave period (Total of Cols. 11 and 12)	Remarks
8	9			10	11	12	13	14

Note. - The leave book shall be made out for each worker on thick bound sheets. Form No. IX (See Rule 35) Register of Workers



## Part I – Adults Part II - Adolescents

Serial No.	Name	Father's name	Address	*Date of birth	Nature of work	Letter of group as in notice of period of work	Number and date of certificate of fitness, if an adolescent	Remarks
1	2	3	4	4(a)	5	6	7	8

\*Inserted by Punjab Government Labour and Employment Department Notification No.

GSR95/CA27/61/S.40/Amd.(1)/65, dated 3.5.1965. Form No. X(See Rule 36) Muster Roll For the month of \_\_\_\_\_ Name of the undertaking \_\_\_\_\_ Place \_\_\_\_\_

Serial No.	Name	Father's Name	Nature of work	for the period ending	Remarks
				1	2
					3 4 5 6 7 8 9 10 11 to 29 30 31

Form No. XI(See rule 37) Overtime Muster Roll

## Part I – Overtime under first proviso to section 13 Part II - Overtime under second proviso section 13

Month Ending 19 .

Serial No.	Serial No. in the register of workers	Name	Nature of work	Dates on which overtime has been worked	Extent of overtime on each occasion
1	2	3	4	5	6

Total overtime worked	Normal hours	Normal rate of pay	Overtime rate of pay	Overtime earning	Dates on which overtime payments made
7	8	9	10	11	12

Form No. XII(See Rule 38) Individual Control Book Sheet No.

\_\_\_\_\_ Week from Sunday \_\_\_\_\_ to Saturday  
 \_\_\_\_\_ Name of the Motor Transport Worker \_\_\_\_\_

Day	Date	On duty (D) or Rest (R)	Time and place taking Ending duty	Of duty	Spread over	Period of vehicle on road	Period of interruption of 10 minutes or more referred to in column (f) of section 2
1	2	3	4		5	6	7
Sunday							8

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

Running time (7-8)	Time spent in subsidiary work	Periods of mere attendance at terminals of less than 15 minutes	Hours of work (9 plus 10 plus 11)	Interval of rest	Length of overtime worked	Circumstances under which overtime worked	Remarks
9	10	11	12	13	14	15	16

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

Note. - A new working week begins at midnight on Saturday. Particulars of hours of work and rest on Saturday should be included in the form for the previous week and those on Sunday should be included in the work for the following week. Date and signature of the Motor Transport Worker. Form No. XIII (See Rule 39) Annual Return Year ending 31st December, 19 .

1. Name of the Motor Transport under-taking \_\_\_\_\_
2. Postal Address \_\_\_\_\_
3. \*Average number of workers employed daily  
Adults \_\_\_\_\_ Adolescents \_\_\_\_\_
4. Normal hours worked per day  
Adults \_\_\_\_\_  
Adolescents \_\_\_\_\_
5. What rest intervals were given  
Adults \_\_\_\_\_  
Adolescents \_\_\_\_\_
6. The number of workers exempted from the provisions of sections.  
13 \_\_\_\_\_ 19 \_\_\_\_\_
7. Leave with wages -  
(i) No. of workers who are entitled to an annual leave with wages during the calendar year to which the return relates  
Adults \_\_\_\_\_  
Adolescents \_\_\_\_\_
- (ii) No. of workers who were granted leave during the year  
Adults \_\_\_\_\_  
Adolescents \_\_\_\_\_

(iii) No. of workers discharged or dismissed from service during the year Adults \_\_\_\_\_ Adolescents \_\_\_\_\_

(iv) No. of discharged workers paid in lieu of leave Adults \_\_\_\_\_ Adolescents \_\_\_\_\_

(v) Total amount of wages paid in lieu of leave \_\_\_\_\_

8. Compensatory holidays -

(i) No. of workers exempted from section 19 Adults \_\_\_\_\_ Adolescents \_\_\_\_\_

(ii) No. of workers who received holidays in the :-

(a) Same month \_\_\_\_\_

(b) Following month \_\_\_\_\_

(c) Third month \_\_\_\_\_

9. Canteens :- (Number of canteens and situations) \_\_\_\_\_

10. Medical Facilities :-

(i) No. of dispensaries and situations \_\_\_\_\_

(ii) No. of doctors \_\_\_\_\_

(iii) No. of nurses \_\_\_\_\_

11. Rest Rooms :-

(i) No. of rest rooms \_\_\_\_\_

(ii) Details of accommodation, furniture and other equipment provided \_\_\_\_\_

(iii) Approximate average daily attendance of workers \_\_\_\_\_

Date \_\_\_\_\_

Signature of the employer

\*The average daily number should be calculated by dividing the aggregate number of attendances on working days by the number of working days during the year. In reckoning attendances, attendances by temporary as well as permanent employees should be counted. Attendances on separate shifts should be counted separately. Days on which the undertaking was not operating, for whatever cause should be treated as working days.

I

(See Rule 24)

Category of Staff	Particulars of article	Quantity	Period of supply
		221	Every summer

1. (i), Drivers, Conductors, Traffic Inspectors and Ticket Examiners	a) Cotton Shirt or cotton pant, cotton cap or turban		
(ii) Cleaners and watchmen	(b) Woollen coat, Woollen pant, Woollen cap or Cotton turbans	111	Once in every three years
	(c) Semi closed chappals	2	pairs every three years
(Pathani type)			

Provided that in place where due to climate conditions summer clothes are not ordinarily worn, these may not be supplied and instead of supplying winter uniform once in every three years, the same will be supplied once in every two years.

2. (i) Traffic Inspectors and ticket Examiners Rain-coat with cap 1 Once in every five years  
(ii) Cleaners and Watchmen

Notes. - (i) "Inspectors" shall include "Ticket Inspectors". "Travelling Ticket Inspectors" and "Road Inspectors" and also "Controllers' Assistant Traffic Inspectors" and "Checkers as Traffic Incharge" if required to go with the vehicle. (ii) [ -The minimum cost of summer uniform, winter uniform and chappals (Gurgabi) shall respectively be five hundred twenty five rupees, four hundred seventy five rupees and two hundred thirty seven rupees.] [Substituted vide Punjab Government Notification No. G.S.R. 82/C.A. 27/61/S. 40/AMD. (13)/98, dated 25.11.1998.]

## II

(See Rule 25)(a) For operating centres and halting stations wherein ten and not exceeding fifty motor transport workers ordinarily call on duty during every day. Each first-aid box or cupboard shall contain the following equipment :- (i) Twelve small sterilized dressings; (ii) Six medium size sterilized dressings; (iii) Six large size sterilized dressings; (iv) Six large size sterilized burn dressings; (v) Six (14.175 grams) packets of sterilized cotton wool; (vi) One (56.699 grams) bottle containing a two per cent alcoholic solution of iodine; (vii) One (56.699 grams) bottle containing sal-volatile having the dose and mode of administration indicated on the label; (viii) One roll of adhesive plaster; (ix) A snake-bite lancet; (x) One (28.350 grams) bottle of potassium permanganate crystals; (xi) One pair scissors; (xii) One copy of the approved first-aid leaflet. (b) For operating centres and halting stations wherein more than 50 motor transport workers ordinarily call on duty during every day. Each first-aid box or cupboard shall contain the following equipments :- (i) Twenty-four small sterilized dressings; (ii) Twelve medium size sterilized dressings; (iii) Twelve large size sterilized dressings; (iv) Twelve large size sterilized burn dressings; (v) Twelve (14.175 grams) packets of sterilized cotton wool; (vi) One snake-bite lancet; (vii) One pair scissors; (viii) Two 28.359 grams bottles of potassium permanganate crystals; (ix) One (113.398 grams) bottle containing a two per cent alcoholic solution of iodine; (x) One (113.398 grams) bottle of sal-volatile having the dose and mode of administration indicated on the label; (xi) One copy of the approved first-aid leaflet; (xii) Twelve roller bandages 0.1016 metres wide; (xiii) Twelve roller bandages 0.0508 metres wide; (xiv) Two rolls of adhesive plaster; (xv) Six triangular bandages; (xvi) Two packets of safety pins; (xvii) A copy of suitable splints; (xviii) One tourniquet.

### III

(See Rule 26)(i)Six small sterilized dressings;(ii)Three medium size sterilized dressings;(iii)Three large size sterilized dressings;(iv)Three large size sterilized burn dressings;(v)One (8.350 grams) bottle containing two per cent alcoholic solution of iodine;(vi)One (28.350 grams) bottle containing sal-volatile solution having the dose and mode of administration indicated on the label;(vii)A sanke-bite lancet;(viii)One (28.350 grams) bottle of potassium permanganate crystals;(ix)One pair scissors;(x)One copy of approved first-aid leaflet.