TAMIL NADU MOTOR TRANSPORT WORKERS' RULES, 1965

FORM NO. 1 [See sub-rule (2) of rule 4, sub-rule (1) of rule 8 and sub-rule (l) Of rule 11 of the 11 Tamil Nadul Motor Transport Workers Rules, 1965.1 Application for the registration ofa motor transport undertaking under sub-section (2) of section 3 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961). 211. 3tThe period of two calendar yearsl for which this application is made.l Name of the motor trans ort undertaking. (i) Full address of the headquarters of the undertakin (ii) Full address/addresses of each of the units of the undertaking. *3. Full address to which communications relating to the motor transport undertaking includin its various units should be sent. *4. Nature of motor transport service, e.g., passenger service, frieght service. *5. Details of routes. Number of vehicles in the route. o (l) (2) (3) (4) (5) (6) 50 0 (7) 1 Subs. by GO. Ms. No. 798, Labour and Employment, dated the 7th July, 1971. 2 Ins. by GO. Ms. No. 362, Labour and Employment, dated the 9th May, 1974. 3 Subs. by GO. Ms. No. 258, Labour and Employment (H-l), dated the 5th November. 2013 (with effect from 27th November, 2013), for calendar year " * Re-numbered by G.O. Ms. No. 362, Labour and Employment, dated the 9th May, 1974 *6. Total number of motor transport vehicles on the last date of the preceding year (with particulars of registration number of the vehicles.) 117 Maximum number of motor transport workers employed on any day during the preceding year and proposed to be employed on any day during 2[the period oftwo calendar years] for which application is made.] *8. Full name of the employer and his residential address. *9. Full name and residential address ofother partners ifthe motor transport undertaking is a firm within the meaning of the Indian Partnership Act, 1932 (Central Act IV of 1932), or other directors in the case of a company within the meaning of the Companies Act, 1956. 3[10. Whether the contribution to Tamil Nadu Labour Welfare Fund 4[due at the time of presenting the application] has been paid and ifso, furnish the full details ofpayment (viz. cheque/demand draft No. and date/or money order receipt number and date).l 11. Amount of fee Rs . (Rupees) paid in Treasury on (Vide Challan No enclosed). Signature of employer. Date (This form should be completed in ink in block letters or typed.) * Re-numbered by GO. Ms. No. 362, Labour and Employment, dated the 9th May 1974. Subs. by Go. Ms. No. 362, Labour and Employment, dated the 9th May, 1974. 2 Subs. by GO. Ms. No. 258, Labour and Employment (H-l), dated the 5th 2013 (with effect from 27th November, 2013), for " the calendar year " Added by GO. Ms. No. 725, Labour and Employment, dated the 27th March, 4 subs. by Go. Ms. No. 1535, Labour, dated the 29th July, 1985. FORM NO. 11 [See rule 5 ofthe IITamil Nadul Motor Transport Workers' Rules, 1965.1 Form of certificate of registration issued under sub-section (3) of section 3 ofthe Motor Transport Workers Act, 1961 Registration No. (Central 27 011961). Fee Rs. Certificate ofRegistration is hereby granted to (name ofthe employer) to operate motor fransport services known as employing not more than persons on any one day during the year subject to the provisions of the Motor Transport Workers' Act, 1961 (Central Act 27 of 1961), and the rules made thereunder. This certificate ofregistration hereby issued shall remain 2[in force for a period oftwo calendar years]. Chieflnspector. AMENDMENTS (l) TRANSFER Subs. by GO. Ms. No. 798, Labour and Employment, dated the 7th July, 1971. Subs. by GO. Ms. No. 258, Labour and Employment (H-l), dated the 5th November, 2013 (with effect from 27th November, 2013), for the expression " in force till the 31st day of December 19 FORM NO. 111 [See rules 9 and 10 of the l[Tamil Nadul Motor Transport Workers Rules, 1965.1 Application for transfer of the Certificate of Registration. l. Name of the motor transport undertaking. 2. 3. 4

5. Full postal address and situation of the motor transport undertaking including its various Units. Registration Certificate No. Name of the persons in whose name the certificate ofregistration has been issued. (l) The name and address ofthe person to whom the registration certificate is to be transferred. (2) The reasons in brief for the proposed transfer (e.g., in the case of death or insolvency ofan employer, the date of death or insolvency may be mentioned)

6. Whether the transfer of the permit under the Motor Vehicles Act has been ordered by the Regional State Road Transport Authority concerned

7. Amount of fee of Rs (Rupees paid in Treasury (Vide Challan No.dated I agree that I will accept all liabilites ofthe transfer in respect ofLabour, Signature ofthe Transferee, I agree that the Registration Certificate No dated may be transferred in the name of Date Signature ofthe Transferer 1 Subs. by GO. Ms. No. 798, Labour and Employment, dated the 7th July, 1971'

FORM NO. IV [See clause (b) of sub-rule (8) of rule 16 of the 1 (Tamil Nadul Motor Transport Workers' Rules, 1965.1 Record of lime-washing, painting of canteen provided under section 8 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961). Date on which lime- washing, colour washing, varnishing or painting was carried out (according to the English Calendar) (1) Subs. O (2) by GO. 53 (3) Day. (4) Month (5) Year (6) (7) Signature of Employer. Ms. No. 798, Labour and Employment, dated the 7th July, 1971. i[FORM No. V [See sub-rule (1) of rule 27 and sub-rule (1) of rule 28] NOTICE OF DAILY HOURS OF WORK, REST INTERVAL, WEEKLY HOLIDAY, ETC. Name and Full Address of the Establishment Name of the Employer/Contractor/Managing Director/ Managing Partner or Authorised Residential Address Person with full Part - 1 0 (l) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) Part - 11 Class of Workers (1) Date of Payment of Wages : Rates of Wages Max. Min (2) * If shifts are not available mention as ' General ' Date Signature of the Employer/Contractor/Managing DirecLor/Managing Partner/Manager/Authorised Person'. (Name in Capitals)),' Subs. by GO. (D) NO. 581 , Labour and Employment (H- I), dated the 10th November, 2010. FORM NO. VI [See sub-rule (2) of rule 30 of the 11 Tamil Nadul Motor Transport Workers Rules, 1965.1 Certificate of fitness granted under section 23 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961). 1. 2 3

4. Serial Number Date Name. Father 's name Residence

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

6. Physical fitness

7. Descriptive marks

8. Reasons for —(l) Refusal ofcertificate (2) Certificate being revoked. Thumb-impression. Initials ofCertifying Surgeon NOTE stated. 1 Subs. Serial Number Date I certi$' that I have personally examined ... (name) son of ... residing at . who is desirous of being employed in a motor transport undertaking and that his age, as nearly as can be ascertained from my examination is ..... years, and that he is fit for employment in a motor transport undertaking as an adolescent. His descriptive marks are Thumb-impression Certifying Surgeon. • — Exact details of cause of physical disability should be clearly by GO. Ms. No. 798, Labour and Employment, dated the 7th July, 1971. FORM No, VII [See clause (a) of subrule (3) of rule 32 of the IL Tamil Nadul Motor Transport Workers Rules, 1965]. Notice of specification of festivals for which holidays are to be allowed under sub-section (l) of section 27 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961) From (Name and address of the employer) To (Designation and address of the Inspector of Labour having jurisdiction over the area in which the motor transport undertaking is situated.) I propose that the following festiv•ls may be specified under rule 32 of the 1[Tamil Nadul Motor Transport 'Workers Rules, 1965 in respect of (a) at (b) Serial number 1, 2. 3. 4

5. Description of festivals

Form No.VIII has been exhibited in the above undertaking on the A copy of the notice aforesaid is enclosed

4. The names of the trade unions which claim to represent the To my knowledge there is no trade union representing the employees (c). Yours faithftllly, Date : Signature of the employer. N0TEHa) Here enter the name of the motor transport under- (b) Here enter the full address of the motor transport (c) Delete portion not applicable to the motor trans- port undertaking, This form shall be completed in ink in block letters or typed. i subs. by G.C Ms. No. 798, (Labour and Empioyment), dated the 7th July, 1971. Fou No. VIII [See clause (b) of sub-rulc (3) ot- rule 32 of the I(TamiI Nadul Motor Transport Workers Rules, 1965.1 Notice specifying the period within which objections or sugges7ions should be sent against the specifications of festival holidays under sub-section (l) of section 27 of the Motor Trætsport Workers Act, 1961 (Central Act 27 of 1961) that the following I have proposed to the (a) *festivals mentioned in column (2) of the statement be}ow may be specified/festival/s mentioned in column (3) of the statement below may be specified in lieu of the festival/s already specified and mentioned in column (2) thereof/under rule 32 of the Tamil Nadu Motor Transport Workers Rules, 1965 in of this motor transport undertaking. Statement Serial number (1) 1 2 3 4 5 Description of the festival/s (2) of festival's proposed for specification in lieu of that/ those mentioned in column (2). (3) 2. Any employee of this motor transport undertaking or trade unions representing the employees of this motor transport under- taking may send to the abovementioned Insp«tor of Labour objec- tions or suggestions, if any, to the proposal mentioned above

3. The objections or suggestions should reach the above mentioned Inspector of Labour within a period of fifteen days from the date on which this notice is displayed in the premises of the motor transport undertaking. Date on which the notice is exhibited. Signature of the employer. Here enter the designation and address of the Inspector of Labour having jurisdiction over the area in which the motor transport undertaking is situated. *Delete whichever is not applicable. This form shall be completed in ink in block letters or typed i Subs. by G.O. Ms. No. 798, and Employment. dated the 7th July, 1971.

FORM No. IX [See clause (e) of sub-rule (3) and clause (d)'of sub-rule (4) of rule 32 of the 1[Tamil Nadul Motor Transport Workers Rules, 1965.1 Proceedings o the Inspector of Labour specifying or changing the festival holi ays under sub-section (l) of section 27 of the Motor Transport Workers Act, 1961 (Central .4ct 27 of 1961) festivals mentioned in column (2) of the I (a) specify the estival/s mentioned in column (3) of the Statement statement below for which holidays below, in lieu o t e festival(s) mentioned in column (2) thereof which was/ were specified for the motor transport undertaking in proceedings No. dated the for which holidays shall be granted every year to the employees in thé motor transport undertaking, namely (b) at (c) Statement Serial Description of the number (1) 1. 2. 3. 4

5. Date : festival/s (2) Description of festival/s specified in lieu of that/those mentioned in column (2).(3) Signature of the Inspector of Labour. NOTE.—(a) Here enter designation of the Inspector of Labour having jurisdiction over the area in which the motor transport (b) Here enter the name of the motor transport undertaking. (c) Here enter the full address of the motor transport Delete whichever is not applicable. This form shall be completed in ink in block letters or typed. Subs. by G.O. Ms. No. 798 (Labour and Employment), dated the 7th July, 1971.

FORM No. X [See clause (b) of sub-rule (4) of rule 32 of the 1[Tamil Nadul Motor Transport Workers Rules, 1965.1 Application for changing the festival holidays specified under sub- section (l) of section 27 of the Motor Transport Workers Act, 1961. (central Act 27 of 1961.) (Designation and address of the Inspector of Labour having jurisdiction over the area in which the motor transport undertaking is situated.) Sir, Reference—Your proceedings No. , dated I, the employer of the motor transport undertaking, namely, We, the employees of the motor transport undertaking, namely I, the Secretary of the trade union representing a substantial number of employees in the undertaking, namely,* at + at + propose that the festival/festivals mentioned in column (3) of the statement below may be specified under rule 32 of the Tamil Nadu Motor Tramport Workers Rules, 1965, in respect of the above motor transport undertaking at* + in lieu of the festival! festivals mentioned in column (2) which waslwere specified in the proceedings cited. Statement Serial number l. 2. 3. 4. 5. 1 Subs. 7th July, 1971. Description of the festivals specified. t/Description of festival/ festivals proposed for specification in lieu of thatlthose men- tioned in column (2) by G.O. No. 798 (Liour and Employment), dated the

Form No. VIII has been exhibited in the above motor transport undertaking on the A copy of the notice aforesaid is enclosed. t IA copy of the application has been sent to the employer of the abovementioned motor transport undertaking by pre-paid registered post on the same date on which this is sent to you. 4. ** The names of the trade unions which claim to represent the employees are employees. Date : There is no trade union representing the Yours faithfully, t/Signature of the employer. Signature of the employees. Signature of the Secretary of the Trade Union representing a substantial number of employees. This form shall be filled in ink in block letters or typed. (2) Against reference, the number and date of the proceedings in which the festivals were specified shall be given. (3) *Here enter the full name of motor transport under- taking. (4) + Here enter the full address of the motor transport undertaking. (5) **/Delete the portion which is not applicable to the motor transport undertaking. (6) t/Delete whichever is not applicable. I(FORMNO.XII 2[FORMNO.X11 [See clause (f) of sub-rule (3) of rule 32 of the 31Tamil Nadul Motor Transport Workers Rules, 1965.1 Statement showing the holidays allowed under sub-section (1) ofsection 27 of the Motor Tranport Workers Act, 1961 (Central Act 27 of 1961). Name and address ofthe employer Name and address of the Motor Transport undertaking Number and date of the proceedings of the Inspector Fesitval Holidays allowed in the year — Serial number 1. 2. 3. 4. 5. 6. 7. 8. 9. IO. Date Descripüon of the holidays (2) Days, dates and months of the year on which the National and Festival Holidays are allowed under rule 32 (3) of the Tamil Nadu Motor Transport Workers Rules, 1965. (3) Signature of the employer 1 Form No. XI, omitted by GO. (D) No. 581, Labour and Employment (H-l), dated the 10th November, 2010. 2 Form No. XII, inserted by GO. Ms. No. 2288, Labour, dated the 8th October, 1987. 3 Subs. by GO. Ms. NO. 798, Labour and Employment, dated the 7th July, 1971. I[FORMNO.XII-AJ [See clause (a) of*ub-rule (5) of rule 32 of the 2[Tamil NaduJ Motor Transport Workers Rules, 1965.1 Form ofnotice requiring the employee to work on a holiday allowed under sub_ section (l) ofsection 27 ofthe Motor Transport Workers Act, 1961 (Central Act 270/1961). Under sub-rule (5) ofrule 32 ofthe Tamil Nadu Motor Transport Workers Rules, 1965, the following employee is hereby required to work on which is a holiday allowed under rule 32 ofthe said rules. 31He shall be entitled to, at his option, either twice the ordinary rate of wages or wages at the ordinary rate Ofwages for such day and to avail himself ofa substituted holiday with wages under sub-rule (6) of Rule 32 of the said Rules.] Dated at the day of 19. Signature of employer. Sri (here enter the name ofthe employee) Copy to the Inspector of Labour. 4[Copy to the Deputy Inspector of Labour] S[FORMNO.MIIJ 6[FORMNO.MVl sybs. by GO. Ms. No. 2288, Labour, dated the 8th October, 1987. 2 Ins. by GO. Ms. No. 798, Labour and Employment, dated the 7th July, 1971. 3 subs. GO. Ms. No. 234, Labour and Employment (H-l), dated the 31st December, 2007. 4 Subs. for the words " copy to the Assistant Inspector of Labour " by GO. Ms. No. 414, Labour and Employment, dated the 25th May, 1977. Form No. XIII, omitted by GO. (D) No. 581, Labour and Employment (WI), dated he 10th November, 2010. 6 Form No. XIV, omitted by GO. (D) No. 581, Labour and Employment (H-l), dated ie 10th November, 2010. IIFORM No. XV [See Rule 35] REGISTER OF EMPLOYMENT Name and Address of the Establishment : o 01) Z (l) (2) (5) (6) (7) (8) (9) (10) (12) Month (13) Year • Weekly Off Maternity Leave National Holidays Festival Holidays Substituted Holidays - Compensatory Holidays SH CH EarnegLeave to be credited at the beginning of the year also to be included in this column. ** The National or approved festival holiday occuring in this month is to be indicated on the top against the respective date. ; and Subs. by GO. (D) No. 581 , Labour and Employment (H-l), dated the 10th November, 2010. IIFORM NO. XVI ISee sub-rule (I) ofrule 36 of the Tamil Nadu Motor Transport Workers, Rules, 1965.1 Individual control book maintained under clause (n) of sub-section (2) of section 40 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961). Week Crom Sunday to Saturday Name of the motor transport worker . cn 19 (l) Sunday Monday Tuesday Wednesday Thursday Friday Saturday NOTE (2) (3) (4) (5) (6) (7) (8) (9) (10) — A new working week begins at midnight on Saturday. Particulars of hours of work and rest on Saturday would be included in the form for the previous week and those on Sunday should be included in the förm for the following week.] Subs. by G.O. Ms. No. 2241, Labour and Employment, dated the 30th September, 1981. 11 FORM NO. XVIII FORM NO. XVIII ISee sub-rule (2) of rule 41 of the 21 Tamil Nadul Motor Transport Workers Rules, 1965.1 Form of nomination for payment of wages due to a deceased worker prescribed under clause (n) of sub-section (2) of section 40 of the Motor Transport Workers Act, 1961 (Central Act 27 of 1961). I hereby certiö' that in the event of my death the balance of my pay, if any due and any other due shall be paid to who is my and resides at Witnesses — (1) (2) Signature of motor transport worker. Form No.

XVII, omitted by GO. (D) No. 581, Labour and Employment (H-l), dated 1 the 10th November, 2010. 2 Subs. by GO. Ms. No. 798, Labour and Employment, dated the 7th July, 1971. I[FORM No. XX [See rule 46] REGISTER OF WAGES Name of Establishment 50 (11) (12) (15) (16) (17) (18) (20) (21) Wage Period Week/Fortnight/Month/Year : Name of the Employer Contractor with Address -C 8 Z (3) (4) (5) (6) (7) (8) (10) (13) (14) ä (19) 00 z (22) (23) GRAND TOTAL * Please see Section 3 of the Tamil Nadu Labour Welfare Certified that the wages have been paid to all the workers employed for the month of Fund Act, 1972 for the week ending ...../ for the F.N. ending on Please see Section 2 (l) of the Tamil Nadu Labour Welfare Fund Act, 1972 Signature of-Employer/Manager/Contractor/AuthoHsed Person.] Subs. by GO. (D) No. 581 , Labour and Employment (H-l), dated the 10th November, 2010. IIFORM NO. XXI [See rule 47] WAGE SLIP l. 2. 3. 4. 5. 6. 7. 8

9. Name and address of the Establishment : Name of the Motor Transport Worker • Father's or Husband's Name Designation Date of Entry into Service : Wage Period Wage Earned (a) (b) (c) (d) (e) (O (g) Basic : Dearness Allowance House Rent Allowance Overtime Wages Leave Wages Other Allowances Gross Wages From (h) (i) 0) Deductions • Employees Provident Fund Employees' State Insurance Other Deductions Leave Availed during the month Leave at Credit Net Amount Paid Casual Leave Earned Leave Casual Leave Earned Leave Special Leave Medical Leave Special Leave Medical Leave Signature of the Employer/Manager/ or any other Authorised Person. Signature or Thumb impression of the Motor Transpon Worker.] I Subs. by GO. (D) No. 581 , Labour and Employment (H-l), dated the 10th November, 2010. IIFORM No. XXII [See Rule 48] REGISTER OF ADVANCES DEDUCTIONS FOR DAMAGES OR LOSS AND FINES Name and Address of the Establishment • Advance Paid Month . Year • Deduction for Damages/Loss Fines (l) (2) (3) (4) (5) 0 (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) o (16) (17) 00 (18) (19) (20) Subs. by GO. (D) No. 581, Labour and Employment (H-l), dated the 10th November, 2010.