MOTOR TRANSPORT WORKERS ACT, 1961
UTTAR PRADESH RULES

The Uttar Pradesh motor Transport Workers Rules, 1962

Shram (Kh) Vibhag, Notification No. 1199 (LL) (i)/XXXVI-B-347 (LL) 61, dated July 11, 1962, published in U.P. Gazette, Extraordinary, dated July 11, 1962

In exercise of the powers under Section 40 of the Motor Transport Workers Act, 1961 (Act No. 27 of 1961), the Governor or Uttar Pradesh is pleased to make the following rules, the same having been previously published as required by subsection (1) of the said section.

CHAPTER I

Preliminary

1. Short title, extent and commencement.- (1) These rules may be called the Uttar Pradesh Motor Transport Workers Rules, 1962.

(2) They shall extend to the whole of Uttar Pradesh.

(3) These rules, except Rules 16 to 22, shall come into force immediately; rules 16 to 22 shall come into force on such date or dates as the State Government may, by notification in the Official Gazette, appoint.

2. Definition.- In these rules, unless the context otherwise requires-

(a) "Act" means the Motor Transport Workers Act, 1961 (Act No. 27 of 1961);

(b) "Form" means a Form appended to these rules;

(c) "Inspector" means an inspection appointed by the State Government under Section 4 of the Act and includes the Chief Inspector appointed under the said section;

(d) "prescribed authority" means the Chief Inspector and includes any other inspector authorised by the State Government by notification in the Gazette to perform the functions of prescribed authority under these rules;

(e) "Schedule" means a Schedule annexed to these rules;

(f) "section" means a section of the Act; and

(g) "Undertaking" means a motor transport undertaking;

3. Interruption during running time.-Any interruption for a period of 15 minutes or more shall not towards running time.

CHAPTER II

Registration of Motor Transport Undertakings

4. Application for registration.-Every employer of an undertaking shall, not less than thirty days before the date on which he propose to operate the undertaking, submit to the prescribed authority an application in Form No. I, in duplicate, for the registration of the undertaking and grant of a certificate of registration:

Provided that in the case of an undertaking existing on the date immediately before the date of commencement of this rule, such application shall be made within sixty days from such commencement:

Provided further that where an undertaking has units operating in more than on State,

the employer of the undertaking shall apply for registration to the authority prescribed in the behalf under Section 3(2) of the State in which its Headquarter's Office is located.

[1][**5. Grant of certificate of registration -** A Certificate of Registration of an undertaking

shall be granted by the prescribed authority, in

Form No. II on payment of fees, as specified

below to be reckoned on the basis of maximum number of Motor Transport Workers to be employed in the undertaking on and day during the Calendar year for which registration is sought :

Number of Motor Transport Workers		**Fee Rs.**
2 to 24	--	40
25 to 49	--	100
50 to 99		-- 175
100 to 249	--	350
250 to 499	--	600
500 to 749	--	1,000
750 to 999	--	1,500
1,000 to 1499	--	2,200
1,500 and above	--	3,000

6. Validity of Certificate of registration- The certificate of registration granted under Rule 5 or renewed under Rule 8 shall remain in force up to 31st December of the year for which the certificate is granted or renewed.

Amended by Notification No. 689/36-1-2001-1200(ST)-84

7. Amendment of certificate or registration - (1) The certificate of registration granted under Rule 5 may be amended by the prescribed authority.

(2) An employer who desires to have his certificate to registration amended shall submit to the prescribed authority an application stating the nature of amendment and reasons therefor.

(3) The fee for the amendment of the certificate of registration shall be five rupees plus and amount, if any, be which the fee that would have been payable if the licence has been originally issued in the amended form exceeds the fee originally paid for the certificate or registration.

8. Renewal of certificate of registration - (1) Every application of renewal of a certificate of registration shall be in Form No. I, in duplicate and; shall be made to the prescribed authority 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 or its renewal is refused.

(2) The fee chargeable for renewal of a certificate of registration shall be the same as for the grant thereof.

(3) If the application for renewal is not made within the time specified in sub-rule (1) an additional fee which shall be equal to twenty-five cent of the fee ordinarily payable for the certificate of registration shall be payable for such renewal :

Provided that in cases where the prescribed authority is satisfied that delay in submission of the application is due to circumstances beyond the central of the employer, he may remit in whole or in part as the thinks fit, the payment of such additional fee.

9. Transfer of certificate of registration - (1) An employer holding a certificate of registration may, at any time, before the expiration of its validity apply for reasons to be recorded, for permission to transfer the certificate to another person.

(2) Such application shall be made to the prescribed authority 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 an employer holding a certificate of registration dies or becomes insolvent, the person for the time being carrying

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on business of the undertaking on his behalf shall not be liable under the Act during such time as may reasonably be required to allow his to make an application for the amendment of the certificate to registration under Rule 7 in his name.

11. Issue of duplicate of registration - Where a certificate of registration granted of 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 five rupees.

12. Payment of Fees - (1) All fees to be paid under these rules shall be paid into the local treasury under the relevant head of account and receipt obtained which shall be submitted along with the application.

(2) If an application for the grant, renewal, amendment or issue of a duplicate of a certificate of registration is rejected, the fee paid shall be refunded to the applicant.

[1][13. Marking of the registration number on the vehicles.- The registration number of the undertaking shall be marked on the left side of every vehicle in lettering 7-62 centimetre high and I-27 centimetre thick.]

CHAPTER III

Inspecting Staff

14. 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, 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 workers;

(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 for the purposes of giving effect to the provisions of the Act or these rules;

(iv) where an offence under the Act or these rules has been committed in Uttar Pradesh, to have a person residing in a State other than Uttar Pradesh examined through the inspector concerned of that State and to obtain a record of such examination.

15. Duties of Certifying Surgeons.- For the purpose of examination and certification of adolescents who wish to obtain certificates of fitness, the certifying surgeon

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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 employers of undertakings concerned within the local limits of his jurisdiction or undertakings or class of undertakings assigned to him.

Form No. III. The fall 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. The foil so delivered shall be the certificate of fitness granted under Section 23. Every counterfoil shall be preserved for a period of at least two years after the issue of the certificate.

(3) The Certifying surgeon shall upon request made by the chief Inspector, carry out such examination and furnish him with report on such matters 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 undertaking is no longer fit to work for medical reasons, he shall inform the employer in writing accordingly. On receipt of this information it shall be obligatory on the employer to suspend such person from working in that work for the period recommended by the Certifying surgeon and no person after such suspension shall be employed 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 materials) and chairs.

CHAPTER IV

Welfare and Health

16. Canteens.- (1) The employer of every undertaking shall provide and maination 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 situating is situated according to the standards prescribed in this rule.

(2) The employed shall submit for the approval of the Chief Inspector plans. and site-plan in duplicate of the binding to the standing to be constructed or adapted for use as a canteen.

[2][(3) The canteen building shall be situated not less than 15.240. Metres form any latrine, urinal for 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 shall, kitchen, store room, pantry and washing place separately for workers and for utensils.

[3][(5) In a canteen the floor and inside walls up to a height of 1.129 metre from the floor shall be made smooth, and impervious materials, 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 ceiling, passages and staircases shall be lime-washed, colour-washed or painted as the case may be. Lime-washing or colour-washing shall be carried out once in every year and panting shall be carried out once in every three years;

(ii) all wood work shall be varnished or painted once in every

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(iii) all internal structural iron or steel work shall be varnished or painted once in every these 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 or painting, 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 condition. Waste water shall be carried away in suitable covered drain 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.

17. 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 ant particular of undertakings, the State Government may, by notification in this behalf in the Official Gazette, alter the percentage of workers to be accommodated.

[4][(2) The floor area of the canteen shall excluding the area occupied by service counter and any furniture except tables and chairs shall be not less than 3.048 square metres.] (3) Sufficient tables, chairs or benches shall be available for the number of diners to be accommodated under sub-rule (1).

18. Equipment. - (1) These shall be provided and maintained sufficient utensil, crockery, cutlery, furniture and any other equipment necessary for efficient running of the canteen. Suitable clean clothes for the employees serving the canteen shall also be provided and maintained.

(2) The furniture, utensils and other equipment shall be maintained in a clean and hygienic conditions. 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 equipment.

19. Prices to be charged.- (1) Food, drinks and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of the Canteen Managing Committee castituted under Rule 21.

(2) The charges per portion of foodstuff, beverages and any other item served in the canteen shall be cospicuously displayed in the canteen.

20. Accounts.- Proper accounts pertaining to the canteen shall be maintained. All books of accounts, registers or any other documents used in connection with running of a canteen shall be produced on demand before an Inspector.

(2) The accounts pertaining to the canteen shall be audited once in every 12 months by registered or chartered or chartered accountants. The balance-sheet prepared by the said auditors shall be submitted to the Canteen Managing Committee not later than 2 months of the closing of the audited accounts:

Provided that the accounts pertaining to a canteen in a public sector undertaking having its own Accounts Department may be audited in that Department.

21. Canteen Managing Committee.- (1) The employer shall constitute a Canteen Managing Committee which shall be consulted from time to time as to-

(a) the quality and particulars of foodstuffs to be served in the canteen;

(b) the arrangement of the menus;

(c) times 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 from amongst themselves at a meeting convened for the purpose. The number of elected workers shall be in the proportion of one for every 500 workers or a fraction there of employed in the undertaking:

Provided that in no case shall there be more than 5 or less than 2 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 constitute:
Provided that such members shall notwithstanding the expiration of their term continue to hold office until the constitution of the next Canteen Managing Committee.

22. 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 for the purpose:

[5][(a) The building shall be soundly constructed and all the walls and roofs shall be of suitable heat-resisting materials and shall be waterproof. The floor and walls to a height of 0-914 metre 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 3-658 metres from the floor level to the lowest part of the roof and there shall be at least 15-240 squares metre of floor area for every motor transport worker required to halt at night.]
(c) Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by 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.
(e) Every rest-room building and precincts thereof shall be kept in a clean and tidy condition:
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.

[6]**[23. Uniforms.-** (1) The drivers, conductors and line-checking staff employed in an undertaking shall be provided with uniforms and raincoats as the case may be, free of cost by the employer as specified in schedule I and it shall be obligatory on the said categories of the said motor transport workers to wear the uniforms while on duty.]
(2) Where washing of uniforms provided under sub-rule (1) is not arranged by the employer at his own cost the staff concerned shall be entitled to a washing allowance at the rate of Rs. 2 per month.

24. Medical Facilities.- At every operating centre and halting station (which, in the case of city service, shall in chade only a depot or other office.) First-aid boxes or cup boards of the standards set out in schedule II shall be provided. Every first old box or cupboard shall be clearly marked with "First Aid" and shall be kept stocked and in good order. These first-aid boxes or cupboards shall be readily accessible during all working hours and shall be in charge of an employer of an employee of the undertaking, trained in first-aid.

25. First aid Facilities.- A first aid box containing the equipment mentioned in schedule III shall be provided and maintained by the employer in every motor transport vehicle. Every first aid box shall be clearly marked "First aid" and shall be kept stocked and in good order.

CHAPTER V

Hours and Limitations of Employment

26. Hours of work.- (1) The chief Inspector may on written application of an employer, subject to such conditions and for such period as he may think fit, permit motor transport workers to work for more than 8 hours in any day or 48 hours in any week but in no case more than 10 hours in a day and 54 hours in a week-
(i) on any route of 102 kilometres or more: or

(ii) on such festive or other occasions as may be notified by the Chief Inspector 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 16 hours in a day and 72 hours in a week with at least 8 consecutive hours of rest between the termination of duty and commencement of the next duty.

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 condition:

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 by 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 three days' chear notice is given to the Inspector indicating the contemplated change in the notice of hours of work.

28. Weekly rest.- (1) No motor transport workers 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, had or will have a holiday for a whole day (hereinafter called the substituted day) on 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 of the day which is to be allowed as the substituted day; and

(ii) displayed a notice to that effect at the premises of the undertaking

(2) Notices given under sub-clause (i) of clause (b) of sub-rule (1) may be cancelled by a notice delivered at the office of the Inspector and by displaying a notice 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 purpose of calculating his weekly hours of work, be included in the immediately preceding week.

29. Compensatory day of rest.- (1) Every employer shall display, on or before the end of the month in which any worker is deprived or any of the days of rest, a notice in respect of the worker allowing compensatory day of rest during the same month or the immediately following two months and of the date thereof, at the place at which the notice of hours of work prescribed under section 18 of the Act is displayed. Any subsequent change in the notice in respect of any compensatory day of rest shall be made not less than three days in advance of the date of that day of rest.

(2) Any compensatory day or days of rest to which a workers 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 days of rest 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

30. Overtime.- When any motor transport worker works for more than 8 hours on any day or more than 48 hours in any week in any case referred to in the second proviso to

section 13, he shall be entitled to wages in respect of overtime work* at the rate of 1.5 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 8 hours a day or 48 hours a week. **31.

Holidays.- The state Government may notify in the Official Gazette the holidays which shall be granted to the motor transport workers every year.

32. 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 of 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.

33. 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 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 order in writing by the Chief Inspector be treated as sufficient compliance with the provisions of this rule regarding the supply of a Book in

Form No. VIII.

34. 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.

35. Muster Roll.- 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.

36. Overtime Muster-roll. - Every employer shall maintain a muster-roll in form No- XI in which shall be correctly entered overtime house 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, be 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.

37. 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 an Individual Control Book in

Form No. XII. The Book shall be bound with the forms in duplicate and each form shall be numbered con seductively :

Provided that if the Chief Inspector is on opinion that any Individual Control Book or similar record maintained as a part of the routine of an undertaking gives the particular required under this rule, he may, by order in writing, direct that such Individual Control Book or record be maintained in place of an 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 of which the form relates.

(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 them on demand by an Inspector.

(4) Every motor transport worker travelling with the vehicle shall carry and retain with him the Individual Control book for at least 6 months after the last entry made therein and produce if for inspection on demand by an Inspector.

CHAPTER VII

Miscellaneous

38. Returns - The employer of every undertaking shall furnish to the Inspector or other officer appointed by the State Government in this behalf an annual return in duplicate, in

Form No. XIII not later than then first day of February of the year immediately succeeding the year to which it relates.

FORM No. - 1

(See Rules 4 and B, U.P. Motor Transport Workers Rules, 1962)

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 the preceding year, with their registration numbers.....

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 the case of a company registered under the companies Act, 1956.....

10. Particulars of the last certificate of Registration in case of Renewal.....

11. Amount of fee Rs..... (Rupees. .....) paid in .....Treasury on.....(vide challan no.....
enclosed).

Signature of the employer

Date.....

.....

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

Form No. II

(See rule 5, U.P. Motor Transport workers Rules, 1962)

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 the 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

The.....19

Date of renewal Date of expiry Signature of the Chief Inspector/Inspector

.....

.....

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FORM No. III

(See Rule 15, U.P. Moster Import Worker Rules, 1962

Certificate of Fitness

1. Serial No.....
Date..... 2. Name of Worker.....

3. Father's name.....

Serial No.....

Date..... I certify that I have personally exami ned (name).....

4. Residence..... son of .....

..... ……..... residing at..... .....

5. Date of birth-
if available and/or certified age..... ..... 6. Physical fitness.....
.....
..... who is desirous of being employed in a motor transport undertaking

7. Identification marks. ..... and that his age, as nearly as can
..... be ascertained form any examina
8. Reason for- tion is..... years, and that he (1) Refusal of certificate.....
is fit for employment in motor
..... transport undertaking as an adolescent.

(2) Certificate being revokes.....
....
His identification marks are..... .....
.....
..... Thumb-impression of worker.
Initials of Certifying.
.....
Thumb-impression of worker. Certifying Surgeon.

Note.-Exact details of cause of physical disability should be clearly stated.

FORM No. IV

(See Rule 16. U.P. Motor Transport Workers Rules. 1962)

Record of Lime Washing, Painting, etc.

Name or description of room	Parts lime-washed, colour-washe, painted varnished, e.g.walls, ceilings, wood works. etc.	Treatment, whether It ne-washed colour-washed. painted,	Date on which lime-washing, colour, washing, painting, varnishing, was car ried out (according to the English calendar) Day Month Year	Remarks
1	2 3	4	5 6	7

Signature of employer.

FORM No. V

(See Rule 22, U.P.Motor Transport Worker Rules, 1962)

Notice of period off work Motor Transport Worker For the years

Name of Undertaking..... Place.....

Period of work	Total number of adults employed									Total number of adolescents employed	Description of groups	Nature of work	Day on which weekly holiday is allowed	Remarks
Groups	A	B	C	D	E	F	G	H	I					
Relays	123	123	123	123	123	123	123	123	123					

Hours of work in working days

1. Form
   To A
2. Form
   To B
3. Form
   To C
4. Form
   To D
5. Form
   To E
6. Form
   To F

On partival working days

7. Form
   To G
8. Form
   To H

Date on which this notice first exhibited. *Signature of employer.*

FORM No. VI

(See Rule 29, U.P. Motor Transport Workers Rules, 1962) **Register of compensatory days of rest**

Serial No.	Serial No. in the Register of Workers	Weekly rest days lost due to exempting order in							Date of Compensatory holidays given in					Remarks
		Name	Number and to exempting order	Year	January to March	April to June	July to September	October to December	January to March	April to June	July to September	October to December	Lost rest days carried to the next year	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Signature of employer.

FORM No. VII

(See Rule 32, U.P. Motor Transport Workers Rules, 1962)

Register of Leave with Wages

Adults/Adolescents

Serial No.....Name of workers.....…….....….....

Name or the Undertaking.....….....Father's name.....……..….....

.....….....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 Form..... to.....	Wage earned during the wage period	Number of days of work performed	Leave to credit		mentioned in Column I	Total of Columns 5 and 6	Leave enjoyed form..... to.....	Balance of leave to credit	Normal rate of wage	Cash equivalent of advantage accruing through concessional rate of food	Rate of wages for the leave period Total of Columns and 12)	Remarks
				from leave of Balance preceding year	Leave earned during the								
1	2	3	4	5	6	7	8	9	10	1 1	12	13	14

Note.- Separate page shall be allotted to each worker.

FROM No. VIII

(See Rule 33, U.P. Motor Transport Workers Rules, 1962)

Leave Book

Adults/Adolescents

Serial No.....Name of workers.....…….....….....

Name or the Undertaking.....….....Father's name.....……..….....

.....….....Address.....……..... Date of entry into service…….....

Date of discharge.....……Date and amount of payment made in lieu of leave due.....

Cale	Wag e	Wag	Numbe of r	Leave to credit	mentio	Total of	Leave enjoyed	Bala	Normal	Cash equi	Rate of wages	Rem

				from leave of Balance preceding year	Leave earned during the								
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note.- The Leave Book shall be made out for each worker on thick bound sheets.

FROM No. IX

(See Rule 34, U.P. Motor Transport Workers Rules, 1962)

Register of Workers

PART I-Adults

PART II- Adolescents

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

FORM No. X

(See Rule 35, U.P.Motor Transport Worker Rules, 1962) **Muster Roll**

For the month of.....

Name of the Undertaking.....Place.....

.....

Serial No.	Name of worker	Father's name	Nature of work	For The period ending																											Remarks
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

FORM No. X

(See Rule 36, U.P.Motor Transport Worker Rules, 1962)

Overtime Muster Roll

PART I-Overtime under first proviso to Section 13

PART II-Overtime under Second proviso to Section 13

Month ending 19

Serial No
Serial No. of worke
Name of w
Name of w
Dates on been wor
Extent o occasion
Total ov
Normal h
Normal r
Overtime
Overtime
Date of payment

FORM No. XII

(See Rule 37, U.P.Motor Transport Worker Rules, 1962)

Individual Control Book

Week form Sunday. ..... to Saturday

.....19 Sheet No.....

Name of the Motor Transport Worker.....

Time and Place

Day	Date	On Duty (D) or Rest (R)	Of taking up duty	Of ending up duty	Spread over	Period vehicle on road	Period of interruption of 15 minutes or more referred to in clause (f) of Section 2. (Set Rule 3)	Running time (7-8)	Time spent in subsidiary work	at attendance mere of Periods terminals of less than 15 minutes	Hours of Work (9+10+11)	Interval of rest	Length of overtime worked	Circumstances under which overtime worked	Remarks
1	2	3	4	5	6	7	8	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 form for the following week.

Signature of the Motor Transport Worker and Date.

FROM No. XIII

(See Rule 38, U.P. Motor Transport Workers

Rules, 1962) Year ending December 31, 19

Annual Return

.....

1 Name of the Motor Transport .....

Undertaking. .. .. .. Adults.....

2. Postal address.. .. Adolescents.....

Adults.....

3. *Average number of workers employed daily. Adolescents.....

Adults.....

4. Normal hours worked per day. .. Adolescents.....

13.

(i).....

.

19.

(i).....

.

5. What rest intervals were given? .. Adults.....

Adolescents.....

6. The number of workers exempted form the provisions of sections. Adults.....

7. Leave with wages:- Adolescents.....

(i) Number of worker's who were

Adults.....

entitled to annual leave with Adolescents.....

wages during the calendar

year to which this return relates.

Adults..... Adolescents.....

* *The average daily number should be calculated by dividing the aggregate number of attendance on working days by the n..u..m...b..e..r...o..f..w..o..r..k..i.n..g...d..a..y..s...d..u..r..i.n..g...t.h..e.. year. In reckoning attendances, attendances by temporary as well as permanent employees should be counted. Attendances on Asdeuplatrsa..t.e....s.h...i.f.t.s...s..h..o..u..l.d....b..e...c..o..u..n..t.e.d separately. Days on which the undertaking was not operating, for whatever cause,

Adolescents.....

should be treated as working days. 28

.....

(ii) Number of worker's who were granted leave during the year.

(iii) Number of workers discharged or dismissed from service during the year.

(iv) Number of discharged workers paid wages in lieu of leave.

(v) Total amount of wages paid in lieu of leave.

8. Compensatory days of rest:-

(i) Number of workers exempted from Section 19 (i)

(ii) Number of workers who received days of rest in the-

(a) Same month .. ..

(b) Following month ..

(c) Third month .. ..

9. Canteens .....….....

.....….....

(Number of canteens and situations

.....….....

10. Medical facilities- .....

.....….....

(i) Number of dispensaries and

situations.. .. ..

(ii) Number of doctors .. ..

(iii) Number of nurses .. ..

11. Rest Rooms-

(i) Number of rest rooms . .....

(ii) Details of accommodations,

.....

furniture and other equipment

provided. *Signature of the employer*

(iii) Approximate average daily

attendance of workers.

Date.....

SCHEDULE I

(See Rule 23, U.P. Motor Transport Workers Rules, 1962)

Category of staff	Particulars of articles	Quantity	Period of supply
1. (i) Drivers, Conductors, Traffic Inspectors, an Ticket Examiners.	(a) Cotton shirt or coat Cotton pant .....2 Cotton cap or .. turban 1	2 Every summer.	
(ii) Other line checking staff if required to go the vehicle.	(b) Woollen coat .. Woollen pant ..... 1 Woollen cap or cotton tur-ban: 1	1 Once tn every three years.	
	Provided that in places where due to climatic conditions woollen clothes are not ordinarily worn, a cotton shirt, pant and cap or turban may be supplied every winter instead of woollen clothes as provided in sub-clause (b).		
2. (i) Traffic Inspectors and Ticket Examiners. (ii) Others line checking staff if required to go out in rains for their normal work.	Rain coat with	1	Once in every five years.

Note.- "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 which the vehicle.

SCHEDULE II

(See Rule 24, U.P. Motor Transport Workers Rules, 1962)

(A) For Operating centres and Halting Stations wherein not less than 10 and not exceeding 50 Motor Transport Workers ordinarily call on duty during every day.

Each first aid box or cup board shall contain the following equipment:-

(i) 12 small sterilized dressings.

(ii) 6 medium size sterilized dressings.

(iii) 6 large size sterilized burn dressings.

(v) 6 (1/2 oz.) packets sterilized cotton wool.

(vi) 1 (2 oz.) Bottle containing a two per cent alcoholic solution of iodine.

(vii) 1 (2 oz.) bottle containing salvolatile having the dose and mode of administration indicated on the label.

(viii) I roll of adhesive plaster.

(ix) A snake bite lancet.

(x) I (I oz.) bottle of potassium permanganate crystals.

(xi) I pair scissors.

(xii) I 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 equipment:-

(i) 24 small sterilized dressings.

(ii) 12 medium size sterilized dressings.

(iii) 12 large size sterilized dressings.

(iv) 12 large size sterilized burn dressings.

(v) 12 (1/2 oz.) Packets sterilized cotton wool.

(vi) 1 snake bite lancet.

(vii) 1 pair scissors.

(viii) 2 (1 oz.) bottles of potassium permanganate crystals.

(ix) 1 (4 oz.) bottle containing a two per cent alcoholic solution of iodine.

(x) 1 (4 oz.) bottle of salvolatile having the dose and mode of administration indicated on the label.

(xi) 1 copy of the approved first aid leaflet.

(xii) 12 roller bandages 4 inches wide.

(xiii) 12 roller bandages 2 inches wide.

(xiv) 2 roller of adhesive plaster.

(xv) 6 triangular bandages.

(xvi) 2 packets of safety-pins.

(xvii) A supply of suitable splints.

(xviii) 1 tourniquet.

SCHEDULE III

(See Rule 25, U.P. Motor Transport Workers Rules, 1962) (i) 6 small sterilized dressings.

(ii) 3 medium size sterilized dressings.

(iii) 3 large size sterilized dressings.

(iv) 3 large size sterilized burn dressings.

(v) 1 (1 oz.) bottle containing a two per cent alcoholic solution of iodine.

□□ □□ □□

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English Transation of Shram Anubhag-I. Noti. No. /66XXXVI-I-1043 (ST)-89, date May 18, 1991, published in the U.P.Gazette.

Extra ., Part 4, Section (kha), dated 18th May, 1991.p.2

In exercise of the powers under subsection (1) of Section 4 of the Motor Transport Workers, Act, 1961 (Act No. 27 of 1987) read with Section 21 of the General Clauses Act, 1897 (Act No. 10 of 1897 (Act. No. 10 of 1897) and in supersession of Government Notification No. U.O. 641 (LL)/XXXVI-B-149 (LL)- 1960, dated July 13, 1962, the Governor is pleased to appoint all the Labour Enforcement Officers in the State to be Inspectors for purposes of the said Act of 1961.