

Checklist for Employer under the Motor Transport Workers' Act, 1961.

1. To ensure availability of "received" copy of Form No. I and Certificate of Registration in Form No II, renewed or amended as the case may be- Rule 4 to Rule 8.
2. To ensure availability of Transfer Certificate of registration along with its Application, in case of transfer to another person- Rule 9.
3. To ensure that registration number is marked on left hand side of every vehicle owned by the undertaking, as prescribed- Rule 13.
4. To ensure availability of Form No III of all the adolescent motor transport workers in the undertaking- Rule 15.
5. To ensure providing uniforms and rain-coats and washing allowances, free of cost to all entitled workers under the Act- Rule 16.
6. To ensure providing First-aid boxes having prescribed equipment to all the M.T vehicles of his undertaking-Rule 17.
7. To ensure display of Notice of hours of work in Form-IV, as prescribed Rule 19(1) and (2) and Rule 20.
8. To ensure giving the Notice of change in hours of work, whenever required- Rule 19(3).
9. To ensure availability of notice of work in holiday, days of holiday on that substituted day and changes if any, as prescribed by Rule 20 (1) (a), 20(1)(b), 20(2) and 20(3).
10. To ensure availability of Form-V, regarding Compensatory Leave- Rule 21.
11. To ensure availability of Form No. VI that is Register of Leave with wages of the workers- Rule 24.
12. To provide Leave Book in Form-VII or any other Form, as may be accepted by the Chief Inspector, to all the M. T Workers under him- Rule 25.
13. To ensure availability of Register of workers in Form-VIII. Or any such Register as approved by the Chief Inspector by order- Rule 26.
14. To ensure availability of Muster roll of all workers in Form- IX. Or any such register as approved by the Chief Inspector by order- Rule 27.
15. To ensure availability of Overtime Muster roll in Form-X or any such register as approved by the Chief Inspector by order- Rule 28.
16. To ensure providing to all workers under him Individual Control Book in Form-XI or any such Individual Control Book as approved by the Chief Inspector by order and to make available original copies of such ICB- Rule 29.
17. To furnish Quarterly Return in Form-XII to the Chief Inspector via Regional Inspector and registered union(s) or the workers, by the 15th of every month and to make available records of sending of the Returns- Rule 30.