

INSPECTION CHECKLIST

The Motor Transport Workers Act, 1961 and The Tamil Nadu Motor Transport Workers Rules, 1965

S.No.	Section/Rule	Details	Options
1.	section 3 with rule 4	whether the establishment has obtained certificate of registration	<ul style="list-style-type: none"> • Yes • No • Not Applicable
2.	section 9 with Rule 22	Whether the establishment is maintained rest room for the workers employed in a motor transport undertaking.	<ul style="list-style-type: none"> • Yes • No • Not Applicable
3.	section 10 with rule 23	Whether the undertaking is provided uniforms and raincoats free of cost for the drivers and the conductors and line checking staff	<ul style="list-style-type: none"> • Yes • No • Not Applicable
4.	Section 11 with rule 24	Whether the undertaking is maintained dispensary at halting station where in not less than 250 motor transport workers call on duty during every day or halt for the day	<ul style="list-style-type: none"> • Yes • No • Not Applicable
5.	Section 12 with rule 25	Whether the establishment is maintained first aid facilities in the vehicle	<ul style="list-style-type: none"> • Yes • No • Not Applicable
6.	Rule 32 (4)(e)	Whether the employer is maintained a register of holydays in form number XI	<ul style="list-style-type: none"> • Yes • No • Not Applicable
7.	Rule 7:	If there is any change in the information furnished to the original registration Certificate? Whether the RC is duly amended?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
8.	Section 18 read with Rule 27	Whether the notice of commencement, closing of working hours, rest and weekly holiday is exhibited in Form V?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
9.	Rule 16	Whether canteen provided if not less than 100 motor transport workers ordinarily call on duty?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
10.	Rule 33	Whether the Register of annual leave with wages in Form XIII is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
11.	Rule 35 read with Rule 39:	Whether the Register of Employment in Form XV is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
12.	Rule 37	Whether the Register of compensatory holidays in Form No.XVII is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable

S.No.	Section/Rule	Details	Options
13.	Rule 46 read with Rule 39:	Whether the Register of Wages is maintained in Form XX?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
14.	Rule 47 read with Rule 39:	Whether the Wage slip in Form XXI is maintained?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
15.	Rule 43	Whether the Annual Return in Form XIX has been submitted to the Inspector of Labour within time (i.e. first day of February)?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
16.	Rule 48 read with 39	Whether the register of advances, deductions for damages or loss or fine is maintained in form no XXII	<ul style="list-style-type: none"> • Yes • No • Not Applicable
17.	Rule 48 RWR 38	Whether the Register of advance, deductions, loss or damage or fine in Form XXII is maintained and produced for the Inspection?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
18.	Rule 48 RWR 38	Whether the Wages Slip in Form XXI issued to the worker and a copy is produced for the Inspection?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
19.	Rule 48 RWR 38	Whether the Wages Register in Form XX is maintained and produced for the Inspection?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
20.	Rule 43	Whether the Annual Return in Form XIX is sent to the Inspector on or before 1st February?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
21.	Rule 36 RWR 38	Whether the I.C.Book in Form XVI is given to Motor Transport Worker and a cop maintained and produced for the Inspection?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
22.	Rule 35 RWR 38	Whether the Muster Roll in Form XV is maintained and produced for the Inspection?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
23.	Rule 32 (5)(a) & (b)	Whether the Notice in Form XIIA for working on the National Festival Holidays given to the worker before 24 hrs. and copy sent to the Inspector and another copy displayed in the premises	<ul style="list-style-type: none"> • Yes • No • Not Applicable

S.No.	Section/Rule	Details	Options
24.	Rule 32(3)(f)	Whether the list of National Festival Holidays allowed each year exhibited in Form XII and copy sent to the Inspector?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
25.	Rule 32 (1) & (3)	Whether the employer applied for the approval of festival holidays in Form VII & VIII to the Inspector within 30 days from the date of Establishment of Motor Transport Establishment?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
26.	Rule 13	Whether the Registration No. marked on the side of the vehicle?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
27.	Rule 4(5)	Whether the Registration Certificate is exhibited?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
28.	Sec 30	Whether the Fitness Certificate produced is genuine?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
29.	Sec 26	Whether the overtime wages paid to the worker for which he is entitled?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
30.	Sec 22	Whether the adolescent worker is working with Fitness Certificate given by the Doctor?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
31.	Sec 21 RWS 32	Whether child Labour employed?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
32.	Sec 19 RWR 28(1)& 28(2)(b)	Whether any worker found working on the day of Rest only with the notice given to the Inspector and the worker concerned and the copy exhibited?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
33.	Sec 19 RWR 28(1)& 28(2)(a) RWS 26(1)	If any worker has been found worked on the day of rest whether he is given rest within 3 days or the overtime wages.	<ul style="list-style-type: none"> • Yes • No • Not Applicable
34.	Sec 18(1) RWR 27(1)& 27(2) (b)	Whether the working hours notice in Form V is exhibited	<ul style="list-style-type: none"> • Yes • No • Not Applicable
35.	Sec 12 RWR 25	Whether the First Aid Box is	<ul style="list-style-type: none"> • Yes • No

S.No.	Section/Rule	Details	Options
		provided in the Vehicle?	<ul style="list-style-type: none"> • Not Applicable
36.	Sec 11 RWR 24	Whether the Dispensary is provided? (for 250 workers and more)	<ul style="list-style-type: none"> • Yes • No • Not Applicable
37.	Sec 10(i) RWR 23(2)	Whether the uniforms allowance is paid?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
38.	Sec 10(i) RWR 23(1)	Whether the uniforms are provided? (3 sets uniforms, one set semi closed chappal for every 12 months)	<ul style="list-style-type: none"> • Yes • No • Not Applicable
39.	Sec 9 RWR 22	Whether the Rest Room is provided?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
40.	Rule 8	Whether the Transport undertaking is Renewed up to date?	<ul style="list-style-type: none"> • Yes • No • Not Applicable
41.	Sec 3(1)(2) RWR 4(2)(3)	Whether the Transport undertaking is Registered?	<ul style="list-style-type: none"> • Yes • No • Not Applicable