



## Labour Department Punjab

Registration/Grant of Licence/Renewal of Motor Transport  
under The Motor Transport Workers Act, 1961@  
[pblabour.gov.in](mailto:pblabour.gov.in)

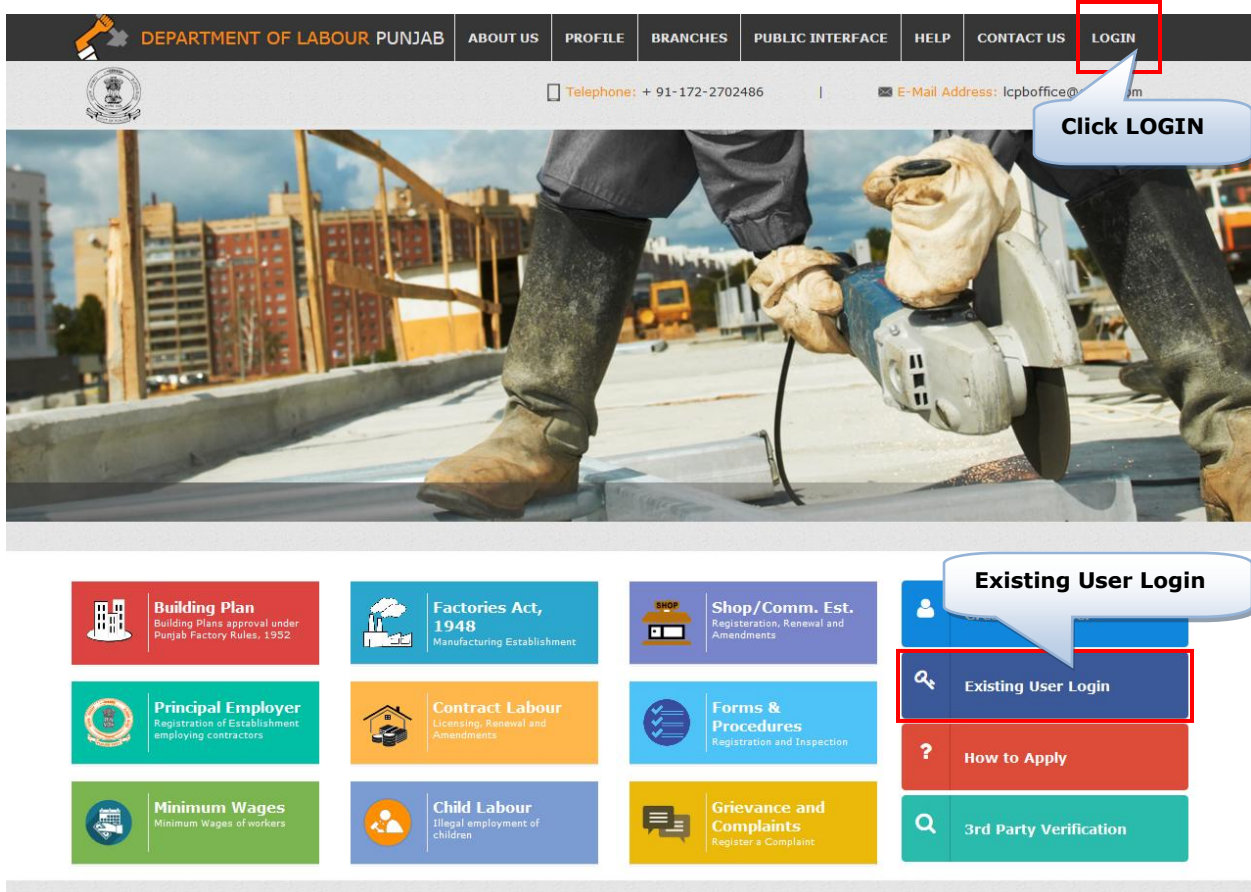
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## Introduction

An Act to provide for the welfare of motor transport workers and to regulate the conditions of their work. It applies to every motor transport undertaking employing five or more motor transport workers. 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 , for the registration of the undertaking and grant of a certificate of registration for Motor Transport along with requisite fee. Registration and Licence is granted within 15 days of time after receipt of complete application / documents.

## Steps for Registration/Grant of License/Renewal of Motor Transport under The Motor Transport Workers Act, 1961 application submission @ pblabour.gov.in:

1. Open your web browser and go to <http://pblabour.gov.in> web portal, if applicant is new please refer **New User Registration** manual otherwise applicant (with provided username and password) has to go to login page either by clicking **LOGIN** menu at top right corner or **Existing User Login** button on home page of web portal as shown in screenshot below:





- To get into the system, please enter valid **Username, Password, Captcha** and click on **Submit** button on the screen as shown on screenshot below:

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Designed & Developed by NIC Punjab

- Select the desired licence from list by checking the checkbox. If Owner has already applied for license in office in any year then select Renewal or Amendment and enter licence details which includes: Licence No, Validity Date, Number of Employees and Scan Copy of License in PDF.

Select Regulatory Clearance

Mandatory Fields (\*)

- Factory License under Punjab Factory Rules Act, 1948
- Establishment Employing Contract Workers under the Contract Labour Act, 1970
- Contract Labour Licence under the Contract Labour (R&A) Act, 1970
- Shop & Commercial Establishment under the Punjab Shops and Commercial Establishments Act, 1958
- Establishment Employing Migrant Workmen under the Inter State Migrant Workmen Act, 1979
- Licence for Employment of Migrant Workmen under the Inter State Migrant Workmen Act, 1979
- Licence Under the Motor Transport Workers Act, 1961
  - Grant Of Licence
  - Renewal
  - Amendment
- Registration under Trade Union Act, 1926



4. Select **Labour Circle** carefully by reading the full details for filling as shown in screenshot below and then Click on **Start filling Application**:

1 Select District

1.6 Name of District\* Patiala INCLUDES- Patiala, Rajpura, Nabha, Samana

List of Labour Circle

Circle Name	Full Name Mobile no Email ID	Full Name Mobile no Email ID	Jurisdiction Area
<input checked="" type="radio"/> Patiala	jatinderpal singh 9888017525 sohanlalptl@gmail.com Assistant Labour Commissioner	sohan lal 9814109794 jpsingh525@yahoo.com Clerk	1) Tehsil Patiala 2) Tehsil Rajpura 3) Tehsils Samana and Patran 4) Tehsil Nabha

Select Labour Circle of Your District

Start Filling Application

5. In next step, please fill Form-1, for Motor Transport. Please note that at the end of the form, following buttons are there:

- i) **Next** - By pressing this button, the applicant can save entered information into **e-Labour** web portal and summary page will show.
- ii) **Previous** - By pressing this button, the user go back to previous page where licence are getting selected.



FORM NO: 1  
See Rules 4 and 6

APPLICATION FOR GRANT OF LICENCE UNDER THE MOTOR TRANSPORT WORKERS ACT, 1961

1. Name of Motor Transport undertaking: \*

2. Full Address to which communication relating to Motor Transport Undertaking should be sent:

2.1 Address: \* Nabha, Patiala

2.2 Pin Code: \*

2.3 District\* Rupnagar

2.4 Tehsil\* Chamkaur Sahib

3. Name of Motor Transport Service: \* (For ex: City Service, Long Distance Passenger Service, Long Distance Freight Service)

4. Total Number of Routes: \* 0

5. Total Route/Mileage: \* 0

6. Total Number of Motor Transport Vehicles on last date of preceeding year: \* 0

7. Maximum Number of Motor Transport Workers employed on any day during the preceeding year: \* 0

8. Name and Residential Address of the: Select

8.1. Name: \*

8.2. Address: \*

8.3. Email:

8.4. Mobile:

9. Company Registered under the Companies Act, 1956:

◀ Previous Next ▶



- 6. By clicking on Lock & Submit your application for Licence will be locked and no changes can be made and by clicking on Edit you will be redirected to edit the application for any change.

Application Form Submitted Successfully

Application Information Applied on: 28-Jun-2017 15:18:13

Company/Factory Name: Motor Transport      Site Address(Location): Nabha, Patiala  
Manufacturing Process: Motor Transport      Contact Person: Sonia shop test Kumari, 9872110319, darshansingh319@gmail.com

Submitted Application Details

LIN	Applied For	Status	Action
MTL-20170662466	GRANT OF LICENCE FOR MOTOR TRANSPORT WORKERS	Grant Of Motor Transport Licence Filling in Process	<a href="#">EDIT</a>

[Lock & Submit](#)

- 7. Final save will submit the application to concerned authority and allot a file no. and status of the file changed to **Motor Transport Application Submitted but fee pending**, please click on **Pay Now** button on screen as shown on screenshot below:

Application Form Submitted Successfully

Application Information Applied on: 28-Jun-2017 15:18:13

Company/Factory Name: jkjk      Site Address(Location): hjkhjk, hjkhjk, Nabha, Patiala  
Manufacturing Process: jkhjk      Contact Person: Sonia shop test Kumari, 9872110319, darshansingh319@gmail.com

Payment Details

File No	Establishment Name	Applied For	Status	Amount	Submitted on
MTL-20170662466	jkjk	GRANT OF LICENCE FOR MOTOR TRANSPORT WORKERS	Application Submitted but Fee Pending	6000.00	28/Jun/2017

Your application has been locked successfully, Please click on **Pay Now** to submit.

[Pay Now](#)



8. Select **Payment Method**, as **Offline – On Desk Payment** and clearance for which applicant is paying and click **Proceed** button as selected on screenshot below:

**Make Payment**

Applied on: 28-Jun-2017 15:18:13

Company/Factory Name: Motor Act      Site Address(Location): Nabha, Patiala  
 Manufacturing Process: Motor Act      Contact Person: Sonia shop test Kumari, 9872110319, darshansingh319@gmail.com

Fees Paid    Fees Pending

**Select Payment Method**

Online - Through OSCS Payment Gateway       Offline - On Desk Payment

**Select forms for payment**

Clearance	Statutory Fee	Balance Fee Due	Balance Fee Paid / Received	Total Fees
<input checked="" type="checkbox"/> GRANT OF LICENCE FOR MOTOR TRANSPORT WORKERS	₹ 6000.00	₹ 0	₹ 0.00 / ₹ 0	₹ 6000
<b>Total</b>	<b>₹ 6000</b>	<b>₹ 0</b>	<b>₹ 0</b>	<b>₹ 6000</b>

**Proceed**

9. Enter the payment details (i.e. Challan No., Payment Date, Bank, Payment Receipt and Comments) as shown on screenshot below:

**Add Offline Payment Details**      GO BACK

Applied on: 28-Jun-2017 15:18:13

Company/Factory Name: Motor Act      Site Address(Location): Nabha, Patiala  
 Manufacturing Process: Motor Act      Contact Person: Sonia shop test Kumari, 9872110319, darshansingh319@gmail.com

Payment Mode: \*       Challan No     NEFT / RTGS

Challan No. : \*     

Payment Date: \*     

Bank: \*     

Attach Payment Receipt: \*        
\* In PDF format Less Than 4 MB

Clearance	Statutory Fee	Balance Fee	Total Fee
Total	₹ 6000.00	₹	₹ 6000.00

Comments: \*     

**Submit**



10. After Making Payment your application will be submitted and will show as in screenshot below:

**Project Profile**

[+ New Registration](#)

**[Note]:** Click on **New Registration** if an Owner has more than one **Establishments / Factories / Contractors**.

Sonia shop test Kumari  
9872110319  
darshansingh319@gmail.com

jkkj

jkhjk

28-Jun-2017

File No.	Act Name	Submitted On	Licence	Validity	Processing Days	Status	Action
<a href="#">MTL-20170662466</a>	GRANT OF LICENCE FOR MOTOR TRANSPORT WORKERS	28/Jun/2017			30	<a href="#">Application Form Submitted and Fee Paid Offline</a>	In Process

[Apply For Licence](#) [View all Licences](#)

**[Note]:** Click on Apply for **Registration of Factory Licence** under Punjab Factories Rules 1948, **Registration of Shop and Commercial** under Punjab Shop and Commercial Establ. Act 1958, **Registration of Establishment employing contract workers(Principal Employer)** under Contract Labour Act 1970, **Licensing of Contract Labour** under The Contract Labour (R&A) Act 1970