

## Procedure for Registration under Motor Transport Workers Act

Step	Form	Documents to Be attached	Timelines
Submit application for Registration online through Industries Department's Single Window System or Labour Department's Shramadhan Portal	Online application form no 1	1. Address Proof of Propreitor: <ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Ration Card</li> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> 2. Establishment Address Proof (any-optional): <ul style="list-style-type: none"> <li>• Electricity Bill</li> <li>• Telephone Bill</li> <li>• LPG Connection Document</li> <li>• Bank Account Passbook</li> <li>• Rent / Lease Agreement</li> </ul> 3. Vehicle Registration Proof 4. Treasury Fee Challan/ Online Banking fee payment / E-GRAS payment	-----
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application	Online generation of Registration Certificate	-----	
<ul style="list-style-type: none"> <li>• Online system sends SMS to respective officers and applicant at each progression.</li> <li>• In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.</li> <li>• Online application process requires no physical touch point.</li> </ul>			

## Procedure for Renewal under Motor Transport Workers Act

Step	Form	Documents to Be attached	Timelines
Submit application for Renewal online through Industries Department's Single Window System or Labour Department's Shramadhan Portal	Online backlog application form no 1	4. Treasury Fee Challan/ Online Banking fee payment / E-GRAS payment	
Application received at respective Receiving Clerk's login. Application form and fee is verified and forwarded online to respective Labour Superintendent with remarks	----	-----	30 days from the date of submission of complete application along with requisite fee
Labour Superintendent does site inspection (optional) and issues Renewal certificate or rejects application	Online generation of Registration Certificate	-----	
<ul style="list-style-type: none"> <li>• Online system sends SMS to respective officers and applicant at each progression.</li> <li>• In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.</li> <li>• Online application process requires no physical touch point.</li> </ul>			

- **Single Window Helpdesk:**  
Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)  
Telephone No: 0651-6556666  
Email: singlewindow-jh@gov.in  
Single Window Department of Industries, Mines & Geology  
3rd Floor, Nepal House, Doranda Ranchi, Jharkhand – 834002
- **Shramadhan Helpdesk :**  
Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)  
Telephone No: +91 73668 32929
- Department's Officer Contacts:  
<http://shramadhan.jharkhand.gov.in/ftp/WebAdmin/documents/labourcontactdetails.pdf>

## Procedure for Registration under Motor Transport Workers Act

### Through Jharkhand Single Window for Industries

- Applicant creates an account at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in) and selects “Approvals” and “Apply For CAF” and then apply for Registration of Motor Transport Undertaking under Motor Transport Workers Act
- Create Account -> Login -> Approvals -> Apply For CAF -> Registration of Motor Transport Undertaking under Motor Transport Workers Act
- Required Items: Mobile Number and Email Id

Or

### Through Labour Department’s ‘Shramadhan’ Portal <http://shramadhan.jharkhand.gov.in>

- Create Account -> Login -> Services -> Motor Transport Workers Act -> New Registration -> Registration -> New Registration
- Required Items: Mobile Number and Email Id

**Step 2:** Applicant has to start filling form and provide:

Online Form Details

- Basic Information of Motor Transport Undertaking
- Contact details of Motor Transport Undertaking
- Proprietor / Partner / General Manager / Director Details
- Upload Documents

**Step 3:** Application received at respective Receiving Clerk’s login. Application form and fee is verified and forwarded online to respective Labour Superintendent with remarks

**Step 4:** Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application within 30 days from the date of submission of complete application along with requisite fee

### Attachments to be uploaded online

1. Address Proof of Proprietor:
  - Aadhaar Card
  - Ration Card
  - Electricity Bill
  - Telephone Bill
  - LPG Connection Document
  - Bank Account Passbook
  - Rent / Lease Agreement
2. Establishment Address Proof (any-optional):
  - Electricity Bill
  - Telephone Bill
  - LPG Connection Document
  - Bank Account Passbook
  - Rent / Lease Agreement
3. Vehicle Registration Proof
4. Treasury Fee Challan / Online Banking fee payment / E-GRAS Payment

- Online system sends SMS to respective officers and applicant at each stage of progression.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.
- Online application process requires no physical touch point.

## Procedure for Renewal under Motor Transport Workers Act

### Through Jharkhand Single Window for Industries

- Applicant creates an account at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in)
- Create Account -> Login -> Approvals -> Select CAF -> Renewal of Motor Transport Undertaking under Motor Transport Workers Act
- Required Items: Mobile Number and Email Id

Or

### Through Labour Department's 'Shramadhan' Portal <http://shramadhan.jharkhand.gov.in>

- Create Account -> Login -> Services -> Motor Transport Workers Act -> New Registration -> Registration -> New Registration
- Required Items: Mobile Number and Email Id

**Step 2:** Applicant has to pay fee and proceed.

**Step 3:** Application received at respective Receiving Clerk's login. Application form and fee is verified and forwarded online to respective Labour Superintendent with remarks

**Step 4:** Labour Superintendent does site inspection (optional) and issues Registration certificate or rejects application within 30 days from the date of submission of complete application along with requisite fee

#### Attachments to be uploaded online

1. Treasury Fee Challan / Online Banking fee payment

- Online system sends SMS to respective officers and applicant at each stage of progression.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.
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