

THE WEST PAKISTAN ROAD TRANSPORT WORKERS RULES, 1962

¹[Rules framed by the Government of West Pakistan in exercise of the powers conferred by Section 10 of the Road Transport Workers Ordinance, 1961 (Ordinance XXVIII of 1961):

1. Short title, extent and commencement.—(1) The rules may be called the West Pakistan Road Transport Workers Rules, 1962.

(1) They shall extend to the whole of the Provinces of West Pakistan.

(2) They shall come into force at once.

2. Definitions.—In these rules, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say--

(a) "form" means a form appended to these rules;

(b) "Inspector" means an Inspector, including an Additional Inspector appointed under section 10 of the Factories Act, 1934.

(c) "Ordinance" means Road Transport Workers Ordinance, 1961, and

(d) "Section" means a section of the Ordinance.

3. Maintenance of Registers and Records and Display of Notices.—(1) Every employer shall maintain a register of employment in Form 'A' showing working hours, rest intervals, overtime, weekly holiday, annual leave and remuneration.

(2) Every employer shall maintain a register in Form 'B' of compensatory holidays to be given as a result of an exemption from the provisions of sub-section (2) of section 4.

(3) Every employer shall exhibit outside his office premises a notice containing an abstract of the Ordinance and of these rules in Urdu or in the language of the majority of the persons employed by him.

(4) Every register required to be maintained under these rules shall be preserved for a period of three years after the last entry borne thereon, and shall be produced before the Inspector on demand.

(5) All notices shall be exhibited at a conspicuous place in the office of the

¹ Published under Health and Social Welfare Department Noti- No. 2-II (LII)/61, dated 12th February, 1962, Gaz. Of West Pakistan, Extr. 19th February 1962, p. 655.

Road Transport Service, and shall be renewed whenever they become defaced or otherwise illegible.

(6) Every worker shall be provided by his employer with a Traveling Duty Book in Form 'C'.

4. Manner of examination of records, etc. by the Inspector.—An Inspector making an examination under Section 9 shall make such examination of the prescribed registers, records and notices as may appear to him necessary for the purpose of satisfying himself that the provisions of the Ordinance, and these rules and any orders passed by the Government there under are being properly observed.

5. Ascertainment of age by the Inspector.—Inspector may require an employer to produce a certificate of age from a registered Medical Practitioner in respect of any person employed by him. Such certificate shall be in Form 'D'.

6. Termination of service.— (1) No order of termination of service of a worker for misconduct shall be made unless the worker concerned is informed in writing of the alleged misconduct and is given an opportunity to explain the same. If the worker disputes the charge an enquiry may be held by the employer or any person nominated by him.

(2) During such enquiry the worker may be suspended provided that the period of suspension shall not exceed ²forty-five days.

(3) If the charge is proved the worker shall be deemed to have been absent from duty from the date of suspension and shall not be entitled to any remuneration for such period. If the charge is not proved, the worker shall be entitled to the same wages as he would have received if he had been on duty.

(4) No order of termination of service shall be passed except by or with the approval of employer.

(5) A copy of the final order terminating the service of the worker shall be supplied to the worker concerned.

7. Exemption.—During emergencies such as flood, famine, riot, earth- quake, defence purposes special, gatherings or fairs, where it is necessary to employ road transport workers for evacuation or assistance of the public the restrictions imposed on hours of work under sub-sections (1) and (2) of section 4 would not apply subject to the following conditions:--

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(i) that the worker concerned shall not be employed for more than twelve hours

² Khyber Pakhtunkhwa Government vide Noti. WD-IV/TPT/E-7/75 of 6th August, 1975, subs. the words "45 days" for the words "seven days" by Khyber Pakhtunkhwa Gaz. Ext. 29 August, 1975, p.327.

on any one day.

- (ii) that the worker concerned shall not be employed for more than eight hours continuously without a rest interval of one hour.
- (iii) that a notice about the extent of overtime taken on each occasion, along with the names of workers employed overtime is sent to the Inspector of the area concerned.

FORM 'A
Register of Employees
{See Rule 3(1)}

Name of Transport Company.....Year.....Month.....
 Name of Employee.....Father's Name.....Designation.....
 Whether employed on Daily or Monthly wages with rate of pay.....Date of employment.....

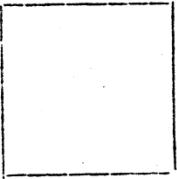
Date	Hours of work			Interval for Rest or Meal			Hours worked with the employer	Overtime	Leave		*Remarks	Signature of owner, manager, occupier or other authorised officer of the shop or commercial establishment.	Employee's signature or thumb-impression.
	From	To	Total	From	To	Total		Worked with the employer Remuneration paid by the employer Duration	Date of application	Date of grant			

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
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31

*If any employee has worked with a previous employer the hours worked with him may be shown in the Remarks column.

	<i>Remuneration due</i>			<i>Payment made</i>		
	Rs.	P.		Rs.	P.	
Arrears from last month ..			1st week ..			Wages fixed
Earning during the month ..			2nd week ..			Fine imposed
Ordinary ..			3rd week ..			Balance due to employee
Overtime ..			4th week ..			Remarks
Total ..			5th week ..			
Total ..			Total ..			



*Employee signature
or thumb-impression.*

*Signature of the Manager
or the Chief Executive Officer of the
Commercial Establishment.*

FORM 'B'

[See Rule 3(2)]

Register of Compensatory Holidays

Month and year.....

Name and address of Transport Company.....

Serial No.	Number in Register Employemnte	Name of the Worker	Name and date of the exempting order	Date of weekly rest days lost due to the exempting orders	Dates of compensatory holidays given	Last days carried over to the next year	Remarks
1	2	3	4	5	6	7	8

FORM 'C'

[See Rule 3 (6)]

Name and address of the Road Transport Service.....

- 1. Name of the worker
- 2. Father's name.....
- 3. Designation.....
- 4. Date and time of departure.....
- 5. Rest interval.....1st period.....2nd period.....
- 6. Date and time of arrival at destination.....
- 7. Time when he will be off duty.....

Signature of the Manager

Signature of the Workers

FORM 'D'

Form of Certificate

[See Rule 5]

I hereby certify that I have personally examined.

Name

Son of caste.....

residing at and that he has

completed his Years and it fit for
employment.

His identification marks are

Signature Thumb-impression of Workers

Registered Medical Practitioner.

Dated thisday of19.

FORM E

[See Rule 6]

(Order of appointment)

Mr,.....s/ o.....is appointed as.....in..... name and address of establishment) with effect from..... on the following terms and conditions:---

1. He will be entitled to wages of Rs.....per month.
2. He will be paid such allowances as are admissible under any law for the time being in force and applicable to him.
3. He will be entitled to all benefits including leave provided in the Ordinance.
4. His employment is liable to termination at any time in accordance with the provisions of the Standing Orders of the West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance, 1968, as made applicable to Road Transport Service under Section 7; provided that nothing contained in the said Orders shall be applicable to termination of service during the period of probation or on failure to complete probation satisfactorily.
5. (1) He will be on probation for three months and on satisfactory completion of probation he shall automatically become permanent.
(2) The period of probation may be extended for a further period not exceeding three months.
(3) If he fails to complete probation satisfactorily his services shall stand terminated on the expiry of period of probation.
(4) If his work and conduct during the period of probation has not been satisfactory his services may be terminated.

Signature of employer.

FORM F

[See Rule 6]

(Order of Transfer)

Mr.s/o.....employed
as(nature of employment and
designation of the post) in(name and address of establishment) at
.....(department section or place) is transferred as
.....with effect fromto.....(department section
and place) on the same terms and conditions, on which he was originally appointed
subject to the conditions if any):---

Signature of Employer.

FORM G

[See Rule 6]

(Order of Promotion)

Mr..... Employed as
.....in.....(name and address of establishment) is
promoted aswith effect fromIn
case of reversion he will be entitled to same rights and benefits which he would have enjoyed
had he not been promoted. If the post to which he is promoted is abolished or he is otherwise
rendered surplus he shall be entitled to revert to the post held by him immediately before his
promotion and shall be entitled to all rights and benefits which he would have enjoyed had he not
been promoted.

Signature of Employer.
