

PROCEDURE FOR MAKING APPLICATION FOR REGISTRATION OF ESTABLISHMENT OF PRINCIPAL EMPLOYER UNDER CONTRACT LABOUR (R&A) ACT, 1970 AND AP RULES, 1971.

#### APPLICABILITY:

THE ACT APPLIES TO EVERY ESTABLISHMENT IN WHICH 50 OR MORE WORKMEN ARE EMPLOYED OR WERE EMPLOYED DURING ANY DAY IN THE PRECEDING MONTHS AS CONTRACT LABOUR.

#### GRANT OF CERTIFICATE OF REGISTRATION OF THE ESTABLISHMENT OF PRINCIPAL EMPLOYER:

EVERY PRINCIPAL EMPLOYER OF AN ESTABLISHMENT COVERED UNDER THE ACT SHALL REGISTER THE ESTABLISHMENT BY SUBMITTING APPLICATION FORM A UNDER A.P. INTEGRATED REGISTRATION ACT AND OBTAIN CERTIFICATE OF REGISTRATION UNDER A.P. INTEGRATED REGISTRATION ACT.

#### FEE PAYABLE BY THE PRINCIPAL EMPLOYER:

S.NO.	NUMBER OF CONTRACT WORKMEN PROPOSED BE EMPLOYED ON ANY DAY	FEES (RS.)
1	50 TO 100	825.00
2	101 TO 200	1650.00
3	201 TO 400	3300.00
4	ABOVE 400	4125.00

#### VALIDITY OF REGISTRATION CERTIFICATE

THE REGISTRATION CERTIFICATE GRANTED UNDER THE INTEGRATED REGISTRATION ACT, 2015 SHALL BE VALID FROM THE DATE OF ISSUE.

#### AMENDMENT OF REGISTRATION CERTIFICATE

THE REGISTRATION CERTIFICATE GRANTED UNDER THE INTEGRATED REGISTRATION ACT, 2015 MAY BE AMENDED ON AN APPLICATION BY THE PRINCIPAL EMPLOYER UNDER THE A.P. INTEGRATED REGISTRATION ACT, 2015.

## REGISTERING OFFICERS:

THE FOLLOWING OFFICERS OF LABOUR DEPARTMENT HAVE BEEN NOTIFIED AS REGISTERING OFFICERS (MS.NO.46 OF LET&F (LAB-IV) DEPT. DT. 20.06.2008)

1. ASST. COMMISSIONER OF LABOUR: UP TO 100 WORKERS
2. DY. COMMISSIONER OF LABOUR: 101 TO 300 WORKERS
3. JT. COMMISSIONER OF LABOUR: ABOVE 300 WORKERS

## HOW TO MAKE APPLICATION FOR REGISTRATION OF THE ESTABLISHMENT OF PRINCIPAL EMPLOYER:

SUBMISSION OF PHYSICAL APPLICATION FORM AND OTHER DOCUMENTS IS DISPENSED WITH, AS PROVIDED IN THE A.P. INTEGRATED REGISTRATION ACT, 2016.

## APPLICATION THROUGH CITIZEN SERVICE CENTERS (MEESEVA, APONL)

APPLICANT MAY APPROACH ANY CITIZEN SERVICE CENTER TO AVAIL THE SERVICE OF REGISTRATION OF ESTABLISHMENT OF THE PRINCIPAL EMPLOYER, ALONG WITH THE ESTABLISHMENT TO BE REGISTERED AND THE FEE PAYABLE AS SHOWN IN THE ABOVE TABLE. ON FURNISHING THE INFORMATION TO BE FILLED UP IN THE APPLICATION, TO OPERATOR AND ON PAYMENT OF REQUISITE FEE, REGISTRATION CERTIFICATE IS GENERALLY INSTANTLY ISSUED OVER TO THE APPLICANT.

## APPLICATION ONLINE:

THE CITIZEN MAY ALSO APPLY FOR REGISTRATION OF ESTABLISHMENT FOLLOWING THE PROCEDURE SPECIFIED BELOW.

STEP 1: GO TO MEESEVA PORTAL [HTTPS://ONLINEAP.MEESEVA.GOV.IN/](https://onlineap.meeseva.gov.in/)

STEP 2: COMPLETE PROFILE REGISTRATION SO THAT USER CREDENTIALS TO LOG INTO THE PORTAL.

STEP 3: SELECT REQUIRED SERVICE FROM LABOUR DEPT. SECTION

STEP 4: FILL UP THE FORM AND PAY THE REQUISITE FEE ONLINE

STEP 5: PAYMENT RECEIPT WILL BE GENERATED.

STEP 6: REGISTRATION CERTIFICATE WILL BE GENERATED INSTANTLY

STEP 7: TAKE A PRINTOUT OF THE RECEIPT AS WELL AS CERTIFICATE

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