

MOTOR TRANSPORT WORKERS ACT, 1961.

PROCEDURE FOR MAKING APPLICATION FOR GRANT OF REGISTRATION /RENEWAL OF CERTIFICATE OF REGISTRATION UNDER A.P. (ISSN) INTEGRATED REGISTRATION AND FURNISHING OF COMBINED RETURNS UNDER VARIOUS LABOUR LAWS (CERTAIN ESTABLISHMENTS) ACT, 2015 (AMENDED IN 2016) AND COVERED UNDER MOTOR TRANSPORT WORKERS ACT, 1961 AND AP RULES, 1963.

APPLICABILITY:

EVERY MOTOR TRANSPORT UNDERTAKING ENGAGED IN CARRYING PASSENGERS OR GOODS OR BOTH BY ROAD FOR HIRE OR REWARD INCLUDING A PRIVATE CARRIER ARE COVERED UNDER THE MOTOR TRANSPORT WORKERS ACT, 1961.

APPLICATION FOR GRANT OF REGISTRATION:

EVERY EMPLOYER OF A MOTOR TRANSPORT UNDERTAKING ENGAGED IN CARRYING PASSENGERS OR GOODS OR BOTH BY ROAD FOR HIRE OR REWARD A PRIVATE CARRIER SHALL REGISTER THE UNDERTAKING WITHIN 30 DAYS DATE OF ISSUE OF PERMIT BY THE RTA. THE UNDERTAKING SHALL BE REGISTERED UNDER SECTION 4 OF THE A.P. INTEGRATED REGISTRATION ACT, 2015 READ WITH SECTION 3 OF THE MOTOR TRANSPORT WORKERS ACT, 1961 AND RULES 4 TO 8 OF THE A.P. MOTOR TRANSPORT WORKERS RULES, 1963.

REGISTRATION / RENEWAL FEE: [SCHEDULE [SEE RULE 5]

S.NO.	NUMBER OF MOTOR TRANSPORT WORKERS EMPLOYED DURING THE YEAR	FEE (RS.)
1	UNDERTAKING EMPLOYING 6 TO 25	600
2	UNDERTAKING EMPLOYING 26 TO 50	1,500
3	UNDERTAKING EMPLOYING 51 TO 100	1,800
4	UNDERTAKING EMPLOYING 101 TO 250	3,000
5	UNDERTAKING EMPLOYING 251 TO 500	3,750
6	UNDERTAKING EMPLOYING 501 TO 750	6,000
7	UNDERTAKING EMPLOYING 751 TO 1,000	7,500
8	UNDERTAKING EMPLOYING 1001 TO AND ABOVE	10,500

REGISTRATION VALIDITY PERIOD & RENEWAL:

REGISTRATION / RENEWAL OF REGISTRATION ISSUED UNDER THE A.P. INTEGRATED REGISTRATION ACT, 2015 READ WITH SECTION 3 OF THE A.P. MOTOR TRANSPORT WORKERS ACT, 1961 AND RULES 4 TO 8 OF THE A.P. MOTOR TRANSPORT WORKERS RULES, 1963) SHALL BE VALID UP TO 31ST MARCH OF THE THIRD YEAR. APPLICATION FOR GRANT OF RENEWAL OF REGISTRATION SHALL BE MADE AT LEAST 31 DAYS BEFORE EXPIRY (SECTION 4 OF THE A.P. INTEGRATED REGISTRATION ACT, 2015 READ WITH SECTION 3 OF THE A.P. MOTOR TRANSPORT WORKERS ACT, 1961 AND RULES 4 TO 8 OF THE A.P. MOTOR TRANSPORT WORKERS RULES, 1963)

REGISTERING AUTHORITY:

THE FOLLOWING OFFICERS OF LABOUR DEPARTMENT HAVE BEEN AS LICENSING AUTHORITIES. (G.O.MS.NO.33 OF LET&F DEPT. DATED: 20.08.2018).

1. ASST. LABOUR OFFICER : ESTABLISHMENTS UP TO 50 EMPLOYEES.
2. ASST. COMMISSIONER OF LABOUR: ABOVE 50 EMPLOYEES.
3. DY. COMMISSIONER OF LABOUR: ABOVE 30 MOTOR TRANSPORT WORKERS IN RESPECT OF FACTORIES EMPLOYING UP TO 300 WORKERS .
4. JT. COMMISSIONER OF LABOUR: MOTOR TRANSPORT WORKERS IN IT ESTTS, STAR HOTELS, SEZ , BIO-TECH AND TOURISM PROMOTED ESTABLISHMENTS AND FACTORIES EMPLOYING ABOVE 300 WORKERS.

HOW TO MAKE APPLICATION FOR REGISTRATION / RENEWAL:

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

APPLICATION THROUGH CITIZEN SERVICE CENTRES(MEESEVA), AND ONLINE: APPLICANT MAY APPROACH ANY CITIZEN SERVICE CENTER FOR AVAILANCE OF REGISTRATION/RENEWAL OF REGISTRATION OF ESTABLISHMENT, ALSO OF THE ESTABLISHMENT TO BE REGISTERED AND THE FEE PAYABLE IN THE ABOVE TABLE. ON FURNISHING THE INFORMATION TO BE FILLED IN THE APPLICATION, TO THE KIOSK OPERATOR AND ON PAYMENT OF REQUISITE FEE, REGISTRATION/RENEWAL OF REGISTRATION CERTIFICATE IS GENERATED INSTANTANEOUSLY AND Handed over to the APPLICANT.

APPLICATION ONLINE:

THE CITIZEN MAY ALSO APPLY FOR REGISTRATION/RENEWAL OF REGISTRATION OF ESTABLISHMENT ONLINE 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 LOGIN 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 INSTANTANEOUSLY.

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