PROCEDURE FOR MAKING APPLICATION FOR REGISTRATION OF
ESTABLISHMENT OF PRINCIPAL EMPLOYER UNDER CONTRACT LABOUR (R&A)

Applicability:

The Act applies to every establishment in which 50 or more workmen are
employed or were employed during any day in the preceding 12 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 in 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:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Number of contract workmen proposed be employed on any day</th>
<th>Fees (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 to 100</td>
<td>825.00</td>
</tr>
<tr>
<td>2</td>
<td>101 to 200</td>
<td>1650.00</td>
</tr>
<tr>
<td>3</td>
<td>201 to 400</td>
<td>3300.00</td>
</tr>
<tr>
<td>4</td>
<td>Above 400</td>
<td>4125.00</td>
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Validity of Registration Certificate:

The registration certificate granted under the A.P. Integrated
Registration Act, 2015 shall be valid from the date of issue.

Amendment of Registration Certificate:

The registration certificate granted under the A.P. 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(G.O.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

How to make application for Registration of the Establishment of Principal Employer:

Submission of physical application form and other documents was dispensed with, as provided in the A.P. Integrated Registration Act, 2015 amended in 2016.

Application through Citizen Service Centers (Meeseva, APOnline):

Applicant may approach any Citizen service center to avail the service of registration of establishment of the Principal Employer, along with details of 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 the kiosk operator and on payment of requisite fee, registration certificate is generated instantaneously and handed over to the applicant.

Application Online:

The citizen may also apply for registration of establishment online following the procedure specified below.

Step 1: Go to meeseva portal. URL: https://onlineap.meeseva.gov.in/
Step 2: complete profile registration so that citizen can get 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 instantaneously.
Step 7: Take a printout of the receipt as well as certificate.