

PROCEDURE FOR MAKING APPLICATION FOR GRANT OF REGISTRATION CERTIFICATE UNDER SECTION-4A OF THE PAYMENT OF GRATUITY ACT, 1972

The Payment of Gratuity Act applies to every Factory, mine, oilfield, plantation, port, Railway Company, every shop or establishment where 10 or more persons are employed or were employed on any day during the preceding 12 months and any other establishment Central Govt. may, by notification, specify.

Objective:

The purpose of registration of establishment under Section-4A of the Act is to ensure that all employees in the establishment covered by the Act are covered by an insurance to secure their entitlement to gratuity. The liability of the employer to pay the gratuity shall be covered prospectively and also retrospectively and the application for registration of the establishment shall contain the details of the employees covered and also the insurance taken by the employer.

Registration of Establishment:

Every employer in relation to an establishment to which the Act applies shall make an application in Form-A under Section 4(1) of the A.P. Integrated Registration Act, 2015 read with Section-4A of the Payment of Gratuity Act, 1972 and A.P. Compulsory Gratuity Insurance Rules, 2011.

Validity of Registration Certificate:

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

Registering Authority:

The Asst. Commissioners of Labour who are notified as Controlling Authorities under the Payment of Gratuity Act, 1972 are the registering Authorities (Rule 4(1) of the A.P. Compulsory Insurance Gratuity Rules, 2011).

How to make application for Registration / renewal of registration:

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 Centres(Meeseva,APOnline):

Applicant may approach any Citizen service center to avail the service of registration of establishment, along with details of the establishment to be registered. On furnishing the information to be filled up in the application, to the kiosk operator and payment of service charge, 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 service charge 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.

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