



GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Auto Nagar, Vijayawada

Application For Integrated Registration of Establishment Under Labour Laws

User Manual

September 2023

1. Service Overview

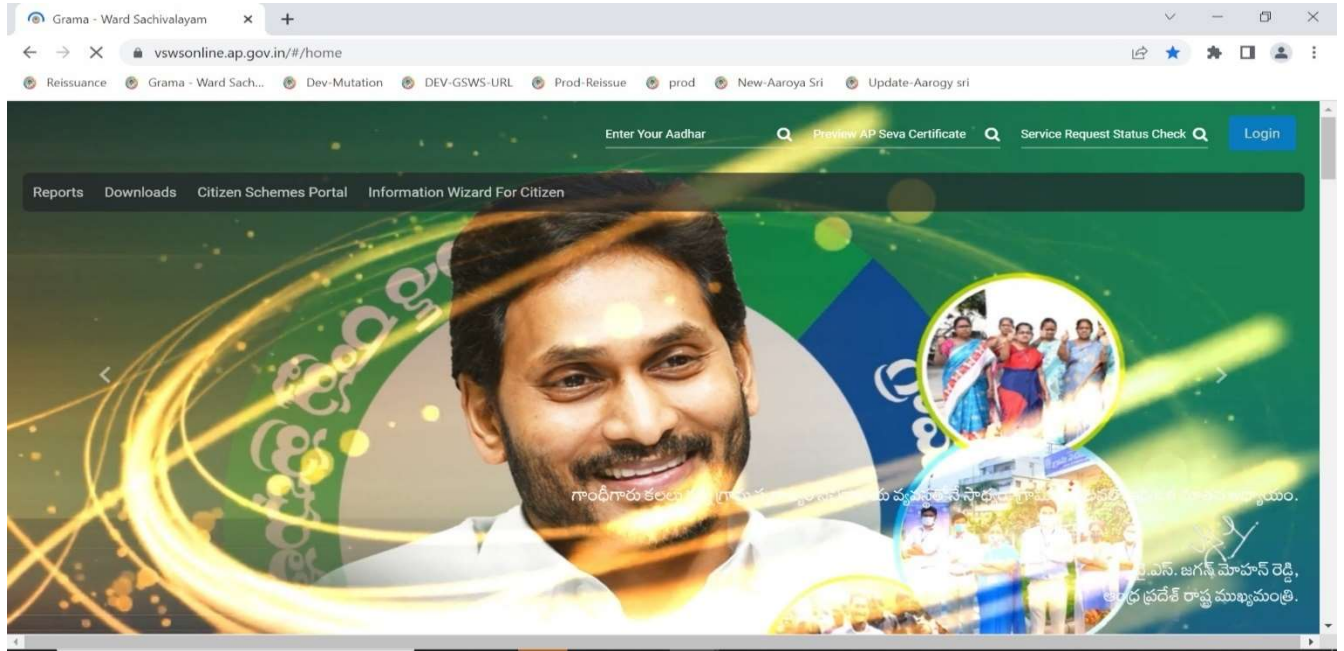
This Service Is to Provide the Certificate (FRESH & RENEWAL registration) in Application of Integrated Registration of Establishment Under Labour Laws for AP Shops & ESTTS, Act 1988.

Category Type	A
Charges	Rs 40/- + Registration fee (based on number of employees)
SLA	15 Minutes
Documents Required	<p>For fresh certificate:</p> <ol style="list-style-type: none"> 1. Employer photo with signature 2. Aadhar card 3. Proof of address of the establishment (Electricity bill/rental agreement) 4. Authorization certificate given by employer/self-authorization <p>For renewal of certificate:</p> <ol style="list-style-type: none"> 1. Old certificate

Service Type	Minimum Employees	Maximum Employees	Registration Fee (Per1Year)
Fresh Registration /License	0	0	30.00
	1	5	100.00
	6	10	200.00
	11	20	350.00
	21	50	1000.00
	51	100	2000.00
	101	99999	2500.00

2. Service request in DA login – Fresh license

- a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and login to the portal using your credentials.



- b) Digital Assistant shall choose the Service “Integrated Registration of Establishment Under Labour Laws”. After click on the service “Integrated Registration of Establishment Under Labour Laws” it will redirect to Basic details form as mentioned below.

Basic Details		Application Form					
Aadhaar Number: *	<input type="text"/> Pre-Fill	Citizen Name: *	<input type="text"/>	Father/Husband Name: *	<input type="text"/>	Gender: *	<input type="text"/>
Date of Birth: *	<input type="text"/>	Caste: *	<input type="text"/>	Religion: *	<input type="text"/>	Qualification: *	<input type="text"/>
Marital Status: *	<input type="text"/>	Mobile No: *	<input type="text"/>	Email:	<input type="text"/>		
Permanent Address							
Door No & Street Name: *	<input type="text"/>	District: *	<input type="text"/>	Mandal/Municipality: *	<input type="text"/>	Village/Ward/Secretariat: *	<input type="text"/>

c) Enter Aadhar Number-->Click on prefill Basic Details, Permanent Address will be preffiled based on the Aadhaar Number given at basic details form. Once all details are filled click on continue.

The screenshot shows the registration form for Labour Laws on the AP SWS portal. The user is logged in as Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The form includes the following fields:

- Aadhar Number: 9912352506
- Permanent Address:
 - Door No & Street Name: 2-123
 - District: SRIKAKULAM
 - Manda/Municipality: SRIKAKULAM-R
 - Village/Ward/Secretariat: KHAJIPETA
 - Pin Code: 532401
 - Postal Office: Select
 - Postal Village: Select
- Present Address (Mailing Address):
 - Door No & Street Name: 2-123
 - District: SRIKAKULAM
 - Manda/Municipality: SRIKAKULAM-R
 - Village/Ward/Secretariat: KHAJIPETA
 - Pin Code: 532401
 - Postal Office: Select
 - Postal Village: Select

There is a checked radio button for "Present Address is same as Permanent Address". The form also includes "Reset" and "Continue" buttons.

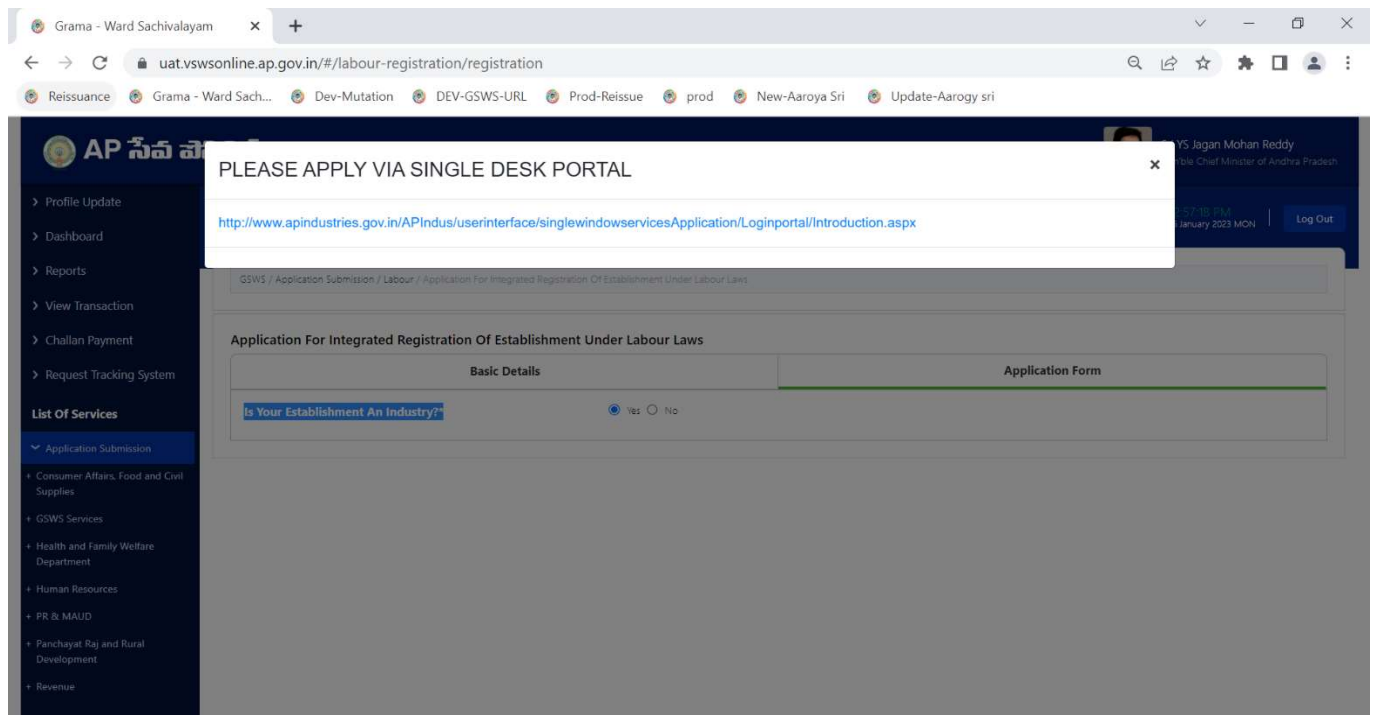
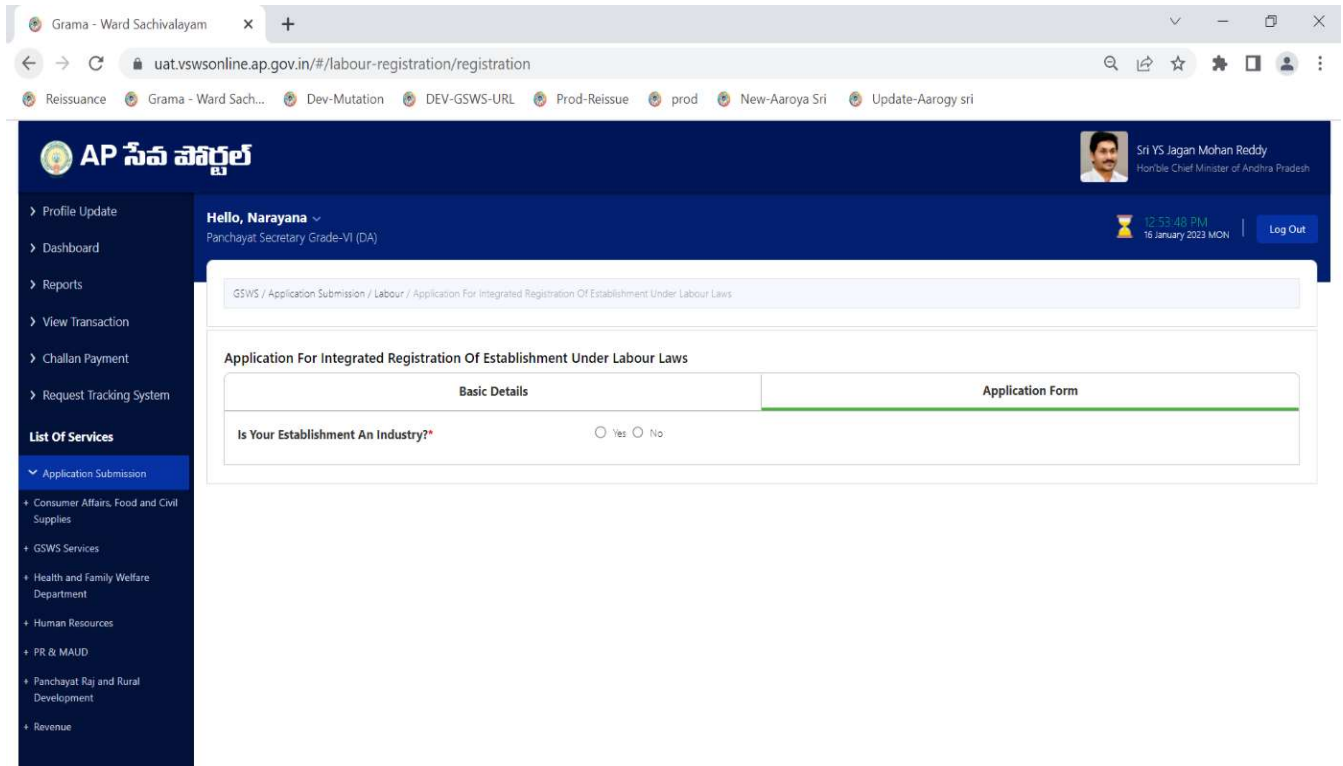
d) Application form will be as shown below, select either fresh radio button.

The screenshot shows the application form for Labour Laws on the AP SWS portal. The user is logged in as Mahesh, Panchayat Secretary Grade-VI (DA). The form is titled "Application For Integrated Registration Of Establishment Under Labour Laws (SECOND SCHEDULE [Sec.2(d) and Sec4(1)])- FORM A". The form includes the following sections:

- Basic Details:
 - Is Application Fresh or Renew?: Fresh Renew

The form also includes a "Log Out" button and the current time and date: 09:07:29 PM, 12 September 2023 TUE.

e) Select the radio button for “Is Your Establishment An Industry?” field If select on yes button it will redirect to the industries portal URL and can proceed by clicking on that URL.



f) Select No then the details to be entered will be displayed as shown below.

Is Your Establishment An Industry?* Yes No

Are you Registered with AP Innovation Society? Yes No

APIS Startup_id (AP innovation Society Startup_id) *

Service Details

Area of Services: * Nature of Business/work/construction/activity/manufactory: *

Area of Services: * Nature of Business/work/construction/activity/manufactory: *

g) Select the radio button for the “Are you Registered with AP innovation Society” field. Then the “APIS Startup_id (AP innovation Society Startup_id)” field will be enabled as shown below. If No means field should not enable

Is Your Establishment An Industry?* Yes No

Are you Registered with AP Innovation Society? Yes No

APIS Startup_id (AP innovation Society Startup_id) *

Service Details

Area of Services: * Nature of Business/work/construction/activity/manufactory: *

Area of Services: * Nature of Business/work/construction/activity/manufactory: *

Registration/License Required under *

AP Shops and ESTTS, Act 1988*

PARTICULARS OF ESTABLISHMENT / EMPLOYER (COMMON UNDER ALL THE ACTS):

ESTABLISHMENT DETAILS :

Name of Shop/Establishment: * Classification of Establishment: *

Category of Establishment: * Street/Door No: *

h) Select the service details from dropdown

Service Details

Area of Services: *

REGISTERING / LICENCING OFFICER WISE ▼

Nature of Business/work/construction/activity/manufactory: *

House Keeping/Security Services ▼

i) Need to select the checkbox for Registration/License Required under

Registration/License Required under *

AP Shops and ESTTS, Act 1988*

j) Worker details should be entered manually as shown below:

Registration/License Required under *

AP Shops and ESTTS, Act 1988*

AP Shops and ESTTS, Act 1988:

Worker Details:

Direct Workers:

Male: * Female: *

Contract Workers:

Male: * Female: *

Casual / Daily wage Workers:

Male: * Female: *

Total Workers: *

k) Enter all the ESTABLISHMENT DETAILS

PARTICULARS OF ESTABLISHMENT / EMPLOYER (COMMON UNDER ALL THE ACTS):

ESTABLISHMENT DETAILS :

Name of Shop/Establishment: *

Classification of Establishment: *

Category of Establishment: *

Street/Door No: *

Locality: *

District: *

Mandal: *

Village Secretariat/Ward Secretariat: *

Pin Code: *

Mobile No:

Email:

Company/Proprietor/Owner/Partnership: *

l) Select the “Date of Commencement of Business/work/construction/activity” and “Date of Completion of work/construction/activity(if applicable)”

Date of Commencement of Business/work/construction/activity: *	<input type="text" value="dd/mm/yyyy"/>	
<small>Fresh Application Registration Valid Date is calculated for three financial years based on the Date of Commencement of Business/work/construction/activity</small>		
Date of Completion of work/construction/activity(if applicable):	<input type="text" value="dd/mm/yyyy"/>	

m) Fill in the details of “Employer, managing partner or Managing Director as the case may be”.
Select the state from the drop-down and fill in all the mandatory fields as shown below

Employer,Managing partner or Managing Director as the case may be :

State: *	<input type="text" value="Andhra Pradesh"/>	▼			
Employer's Name: *	<input type="text" value="Raju"/>	Father/Husband's Name: *	<input type="text" value="abcd"/>		
District: *	<input type="text" value="GUNTUR"/>	▼	Mandal: *	<input type="text" value="PONNUR-R"/>	▼
Village Secretariat/Ward Secretariat: *	<input type="text" value="KONDAMUDI"/>	▼	Pincode:	<input type="text" value="544333"/>	
Mobile No: *	<input type="text" value="9766565664"/>	Designation: *	<input type="text" value="Director"/>	▼	

n) Select the applicant details of the relationship

Applicant Details :		
Relationship: *	<input type="text" value="Select"/>	▼

o) Upload all the mandatory documents

Document List :

(Note: All Upload Documents should be in PDF Format Only)

Employer Photo with Signature : *

Q No File choosen Browse

PAN No

Q No File choosen Browse

AADHAR No :*

Q No File choosen Browse

VAT No

Q No File choosen Browse

GST No

Q No File choosen Browse

Authorization Letter given by the employer Or self Authorization: *

Q No File choosen Browse

Uploads establishment address copy:*

Q No File choosen Browse

p) Click on the application declaration

Applicant Declaration :

I/we hereby declare that I/we have complied with all relevant provisions of the Labour Acts applicable to the establishment. In case the information furnished above is found to be false, misrepresented or suppressed any material information or evaded to furnish the information, I/we are liable for prosecution as per law besides cancellation of the registration/license granted.*

q) Click on show payment and the receipt will be generated. The amount shown should be collected.

Document List :

(Note: All Upload Documents should be in PDF Format Only)

Employer Photo with Signature : *

Application For Integrated Registration Of Establishment Under Labour Laws_JRE230114150644. Browse X

PAN No

Q No File choosen Browse

AADHAR No :*

Application For Integrated Registration Of Establishment Under Labour Laws_JRE230114150644. Please wait... Browse X

VAT No

Q No File choosen Browse

GST No

Q No File choosen Browse

Authorization Letter given by the employer Or self Authorization: *

Application For Integrated Registration Of Establishment Under Labour Laws_JRE230114150644. Browse X

Uploads establishment address copy:*

Application For Integrated Registration Of Establishment Under Labour Laws_JRE230114150644. Browse X

Applicant Declaration :

I/we hereby declare that I/we have complied with all relevant provisions of the Labour Acts applicable to the establishment. In case the information furnished above is found to be false, misrepresented or suppressed any material information or evaded to furnish the information, I/we are liable for prosecution as per law besides cancellation of the registration/license granted.*

Show Payment

PAYMENT GATEWAY

Payment Details

Reference No : IRE230116150646

Amount To Pay ₹40.00

Surcharge Amount ₹0.00

Convenience Fee **NEFT** ₹0.00

Total Amount ₹40.00



Secure Checkout by



Select Payment Method

BillDesk Online

Paytm Online

Cash

Continue Payment

Cancel Payment

- r) As it is a CAT A service the print certificate button will be enabled after the completion of payment. Print the certificate and provide it to the citizen.

Payment Receipt

Date : 16/01/2023

Secretariat Name :	Kondamudi	Secretariat ID :	U10790152-DA@apgsys.onmicrosoft.com
Application Number :	IRE230116150646	Transaction ID :	TIRE230116150646
Service Name :	Application For Integrated Registration Of Establishment Under Labour Laws	Department Name :	Labour Department
Applicant Name :	Batna Anantha Rao	Father/Husband Name :	Abcd
District :	Srikakulam	Mandal :	Srikakulam-r
Amount Paid :	40 /-	Amount In Words :	Forty Rupees Only
Payment Mode :	Cash	SLA :	15 Minutes
Transaction Date :	16/01/2023 1:24:39 PM		

Note :

1. To Know the Application status. Please visit <https://vswsonline.ap.gov.in>
2. For any query call us on : 1902

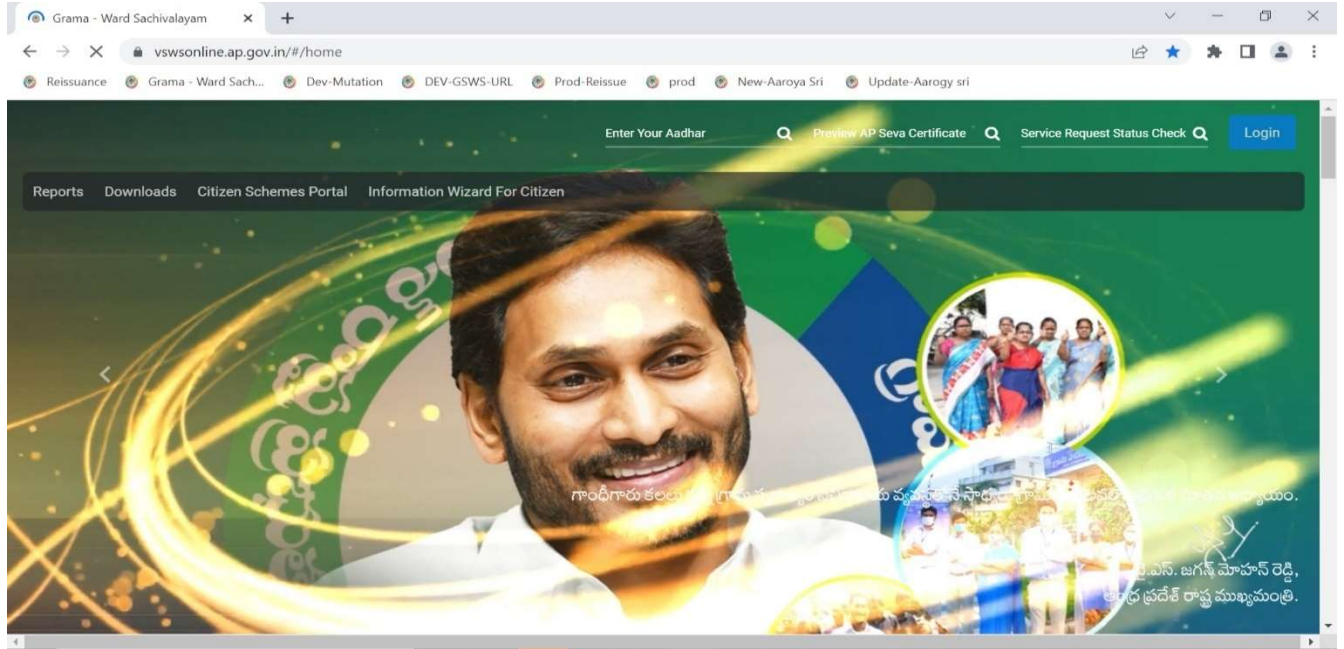
Asking Bribe? - Call ACB Toll-free number 14400 / ఎవరైనా లంచం అడిగినా, అవినీతికి పాల్పడిన ACB టోల్-ఫ్రీ నెంబర్ 14400 కు ఫిర్యాదు చేయండి.

Print Receipt

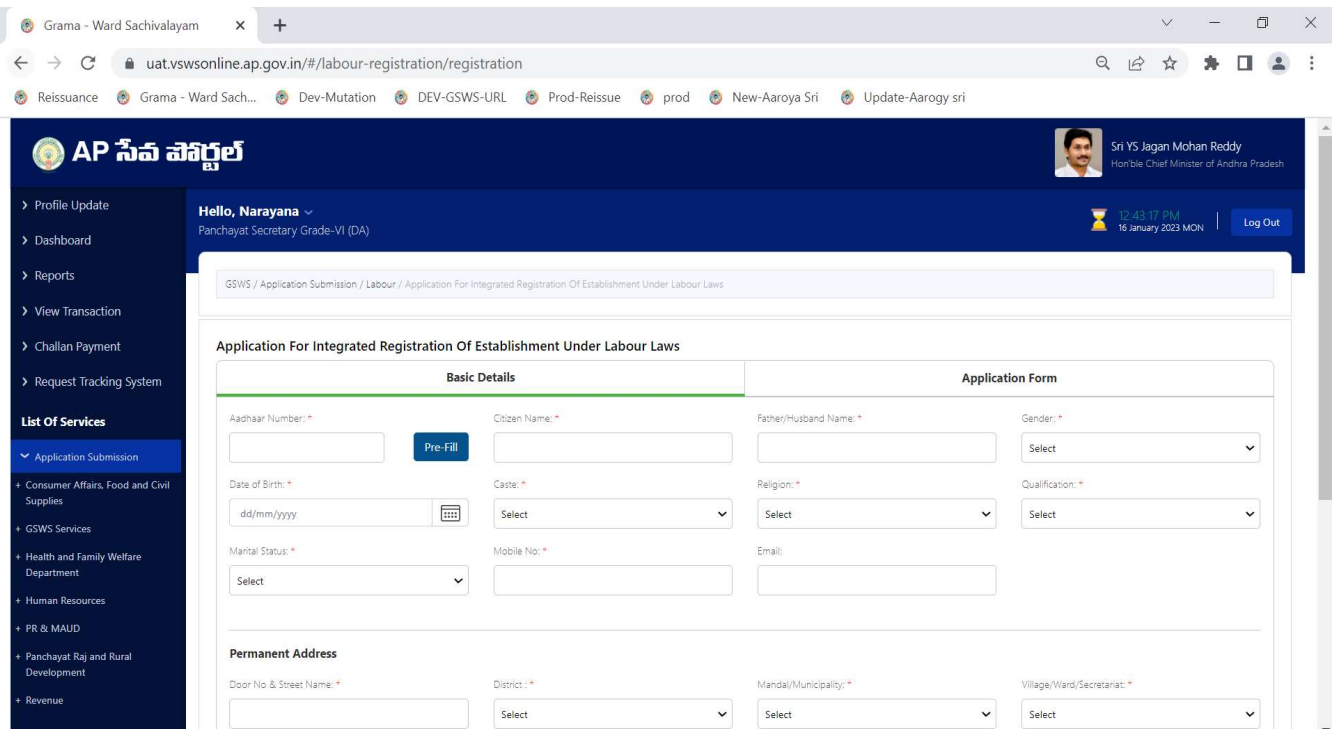
Print Certificate

3. Service request in DA login – Renew license

a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and login to the portal using your credentials.



b) Digital Assistant shall choose the Service “Integrated Registration of Establishment Under Labour Laws”. After click on the service “Integrated Registration of Establishment Under Labour Laws” it will redirect to Basic details form as mentioned below.



c) Application form will show below, select renew option.

AP సేవ పోర్టల్

Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

Hello, Maresh
Panchayat Secretary Grade-VI (DA)

09:07:29 PM
12 September 2023 TUE | Log Out

GSWS / Application Submission / Labour / Application For Integrated Registration Of Establishment Under Labour Laws (SECOND SCHEDULE [Sec.2(d) and Sec4(1)])- FORM A

Application For Integrated Registration Of Establishment Under Labour Laws (SECOND SCHEDULE [Sec.2(d) and Sec4(1)])- FORM A

Basic Details | Application Form

Is Application Fresh or Renew?* Fresh Renew

List Of Services

- Application Submission
- Consumer Affairs, Food and Civil Supplies
- GSWS Services
- Health and Family Welfare Department
- Human Resources
- Labour
- PR & MAUD

d) Enter the application number of the old certificate and click on prefill.

Note: The old certificate should be AP Seva certificate.

AP సేవ పోర్టల్

Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

Is Application Fresh or Renew?* Fresh Renew

Previous Application Number: *

IRE230114150644

Application Form

Is Your Establishment An Industry: NO Registered with AP innovation Society: YES
relationship: Father

Service Details

Application Number: - Area Of Service: Registering/Licensing/officerwise
Nature Of Business: 17

AP Shops and ESTTS, Act 1988: YES

Worker Details

Category	Male	Female
Contract Workers	10	10
Daily Wage Workers	10	10
Direct Workers	10	10

Total Workers: 60

List Of Services

- Application Submission
- Consumer Affairs, Food and Civil Supplies
- GSWS Services
- Health and Family Welfare Department
- Human Resources
- Labour
- PR & MAUD
- Panchayat Raj and Rural Development

e) Click on show payment at the bottom and payment page will be shown.

AP సేవ పోర్టల్

Hello, Maresh
Panchayat: Secretary Grade-VI (DA)

09:25:05 PM
12 September 2023 TUE

PAYMENT GATEWAY

Payment Details

Reference No : RIRE230912153005

Amount To Pay	₹40.00
Surcharge Amount	₹0.00
Convenience Fee NEFT	₹6,000.00
Total Amount	₹6,040.00

Secure Checkout by **BillDesk**

Select Payment Method

- BillDesk Online
- Paytm Online
- Cash

f) Payment receipt will be generated, print the certificate and provide it to the citizen,

AP సేవ పోర్టల్

Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

Payment Receipt

Date : 12/09/2023 9:27:00 PM

Secretariat Name :	Kondamudi	Secretariat ID :	U10790152-DA@spgsws.onmicrosoft.com
Application Number :	RIRE230912153005	Transaction ID :	TRIRE230912153005
Service Name :	Labour/Registration/Renew	Department Name :	Labour Department
Applicant Name :	Sakala Kanakaraju	Father/Husband Name :	Test
District :	Kakinada	Mandal :	Kakinada Rural-r
Amount Paid :	6040 /-	Amount In Words :	Six Thousand Forty Rupees Only
Payment Mode :	Cash	SLA :	15 Minutes
Transaction Date :	12/09/2023 9:27:00 PM		

Note :

- To Know the Application status, Please visit <https://vswsonline.ap.gov.in>
- For any query call us on :1902

Asking Bribe? - Call ACB Toll-free number 14400 / ఎవరైనా లంచం అడిగినా, అవినీతికి పాల్పడిన ACB టోల్-ఫ్రీ నెంబర్ 14400 కు ఫిర్యాదు చేయండి.

[Print Receipt](#) [Print Certificate](#)

The following points should be considered while providing the certificate to the citizen

- i. The fresh certificate which is generated is valid for 3 financial years, for example, if a certificate is generated on 13/09/2023 then it is valid up to **31/03/2026**.
- ii. The renewed certificate which is generated is also valid for 3 financial years, for example, if a certificate is generated on 15/09/2023 then it is valid up to **31/03/2026**.
- iii. To generate a renewed certificate in AP Seva the old certificate should be an AP Seva certificate only.