**Submitted:**

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|  | Ref: | Invoice No. BSFIND/2012, dated: (in advance) of M/s. M/s.BALACHANDIKA SECURITY FORCE (INDIA) PVT LTD for the month of December, 2021. |

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1219)    Kindly see the reference cited, wherein, M/s. M/s. BALACHANDIKA SECURITY FORCE (INDIA) PVT LTD has submitted a bill/invoice for an amount of Rs. **3,53,720/-**(Rupees Three lakhs Fifty Three Thousand Seven Hundred and Twenty only) towards providing One (01) number of Data Entry Operator, One (02) number of driver, Ten (10) number of Office Subordinates, Three (03) number of Security Guards and Five (05) number of House Keeping personnel on outsourcing basis to this office for the month of December, 2021. The attendance particulars are as follows:

| **Sl. No** | **Designation** | **Working place** | **Period** | **No. of days Not Attended** | **Remuneration to be paid** |
| --- | --- | --- | --- | --- | --- |
| 1 | Data Entry Operator | C&DMA Peshi | 01.12.2021 to 31.12.2021 | Nil | **7,500** |
| 2 | Driver-I | C&DMA | 01.12.2021 to 31.12.2021 | Nil | **15,000** |
| 3 | Driver-II | C&DMA | 01.12.2021 to 31.12.2021 | Nil | **15,000** |
| 4 | Office Subordinate | C&DMA Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 5 | Office Subordinate | C&DMA Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 6 | Office Subordinate | AD Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 7 | Office Subordinate | AD (PTB) Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 8 | Office Subordinate | JDMA III Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 9 | Office Subordinate | DD & General | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 10 | Office Subordinate | OP & General | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 11 | Office Subordinate | CE Chamber | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 12 | Office Subordinate | Local office, Vijayawada | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 13 | Office Subordinate | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 14 | Security Guard – I | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 15 | Security Guard – II | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 16 | Security Guard – III | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 17 | House Keeping – I | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 18 | House Keeping – II | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 19 | House Keeping – III | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 20 | House Keeping – IV | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 21 | House Keeping – IV | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| **Total** | | | | | **2,53,500** |
| EPF - Employer Contribution (13.00%) on Rs.**2,53,500/-** (Contribution to be paid on up to maximum wage ceiling of **15000/-** even if PF is paid on higher wages. Therefore, EPF is calculated for DPO on Rs.**15,000/-** only) | | | | | **32,955** |
| ESI - Employer Contribution (3.25%) on Rs. **2,53,500/-** | | | | | **8,239** |
| Administrative Charge @ 2% on Total on Rs. **2,53,500/-** | | | | | **5,070** |
| Gross Amount | | | | | **2,99,764** |
| GST @ 18% on Gross Amount | | | | | **53,956** |
| Total | | | | | **3,53,720** |
| TDS to be deducted on Gross amount @ 2% | | | | | **5995** |
| GST-TDS to be deducted on Gross Amount @ 2% | | | | | **5995** |
| Net amount to be payable to the agency (Total – TDS – GST-TDS) | | | | | **3,41,730/-** |

1220)  In view of the above, the Accounts Officer of this office may be requested to draw an amount of Rs. **3,53,720/-**(Rupees Three lakhs Fifty Three Thousand Seven Hundred and Twenty only) towards payment of salaries to the outsourcing personnel of this office for the month of December, 2021 and issue a cheque for an amount of Rs.**3,41,730/-** (Rupees Three Lakhs Forty One Thousand Seven Hundred and Thirty only) in favour of M/s. Balachandika Security Force (India) Pvt Ltd and another cheque for an amount of Rs.**5995/-** (Rupees Five Thousand Nine Hundred and Ninety Five Only) towards TDS payment and another cheque for an amount of Rs.**5995/-** (Rupees Five Thousand Nine Hundred and Ninety Five Only) towards GST-TDS payment.  Further, permission may be accorded to meet the total expenditure from the available funds under 14th Finance Commission Grants of this office.

1221)   Accordingly, a draft Proceedings is prepared and placed below kind perusal and approval.

PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF  
MUNICIPAL ADMINISTRATION, A.P, GUNTUR.  
Present: Sri M. Mallikharjuna Nayak, IAS  
 Commissioner & Director

Roc.No.17422/2006/N1 Date. /12/2021

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| --- | --- | --- |
|  | Sub: | O/o.C&DMA, AP, Guntur – Payment of Rs.3,53,720/-to M/s.BALACHANDIKA SECURITY FORCE (INDIA) PVT LTD towards remuneration for providing one (01) Data Entry Operator, Two(02) drivers, Ten (10) Office subordinates, Three (03) Security Guards and Five (05) Housekeeping personnel engaged on outsourcing basis for the month of December, 2021 – Sanctioned –Payment Orders – Issued. |
|  | Ref: | 1.This office Proceedings Roc.No.17422/2006-OP1,  Dt:25.06.2021,addressed to M/s. Balachandika Security Force  (India) Pvt.Ltd., Vijayawada  2. Invoice No. BSFIND/2012, dated:29.10.2021 (in advance) of  M/s. M/s.BALACHANDIKA SECURITY FORCE (INDIA) PVT LTD for  the month of December, 2021. |

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**O R D E R**:

In the reference 1st, 3rd & 4th read above, supply order has been issued to  
M/s. BALACHANDIKA SECURITY FORCE (INDIA) PVT LTD requesting to provide one (01) Data Entry Operator, Two (02) drivers, Ten (10) Office subordinates, Three (03) Security Guards and Five (05) Housekeeping personnel to this office on outsourcing basis. Accordingly, agreement has been entered with the said  
agency vide reference 2nd read above.

2. In the reference 5th read above, M/s. BALACHANDIKA SECURITY FORCE  
(INDIA) PVT LTD has submitted an invoice for an amount Rs.**3,53,720/-**(Rupees Three lakhs Fifty Three Thousand Seven Hundred and Twenty only) towards the payment of salaries to the outsourcing personnel of this office for the month of December, 2021 to this office. The details are hereunder:

| **Sl. No** | **Designation** | **Working place** | **Period** | **No. of days Not Attended** | **Remuneration to be paid** |
| --- | --- | --- | --- | --- | --- |
| 1 | Data Entry Operator | C&DMA Peshi | 01.12.2021 to 31.12.2021 | Nil | **7,500** |
| 2 | Driver-I | C&DMA | 01.12.2021 to 31.12.2021 | Nil | **15,000** |
| 3 | Driver-II | C&DMA | 01.12.2021 to 31.12.2021 | Nil | **15,000** |
| 4 | Office Subordinate | C&DMA Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 5 | Office Subordinate | C&DMA Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 6 | Office Subordinate | AD Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 7 | Office Subordinate | AD (PTB) Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 8 | Office Subordinate | JDMA III Peshi | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 9 | Office Subordinate | DD & General | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 10 | Office Subordinate | OP & General | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 11 | Office Subordinate | CE Chamber | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 12 | Office Subordinate | Local office, Vijayawada | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 13 | Office Subordinate | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 14 | Security Guard – I | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 15 | Security Guard – II | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 16 | Security Guard – III | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 17 | House Keeping – I | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 18 | House Keeping – II | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 19 | House Keeping – III | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 20 | House Keeping – IV | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| 21 | House Keeping – IV | C&DMA Office | 01.12.2021 to 31.12.2021 | Nil | **12,000** |
| **Total** | | | | | **2,53,500** |
| EPF - Employer Contribution (13.00%) on Rs.**2,53,500/-** (Contribution to be paid on up to maximum wage ceiling of **15000/-** even if PF is paid on higher wages. Therefore, EPF is calculated for DPO on Rs.**15,000/-** only) | | | | | **32,955** |
| ESI - Employer Contribution (3.25%) on Rs. **2,53,500/-** | | | | | **8,239** |
| Administrative Charge @ 2% on Total on Rs. **2,53,500/-** | | | | | **5,070** |
| Gross Amount | | | | | **2,99,764** |
| GST @ 18% on Gross Amount | | | | | **53,956** |
| Total | | | | | **3,53,720** |
| TDS to be deducted on Gross amount @ 2% | | | | | **5995** |
| GST-TDS to be deducted on Gross Amount @ 2% | | | | | **5995** |
| Net amount to be payable to the agency (Total – TDS – GST-TDS) | | | | | **3,41,730/-** |

3. Therefore, sanction is hereby accorded for an amount of Rs.**3,53,720/-**(Rupees Three lakhs Fifty Three Thousand Seven Hundred and Twenty only) to M/s.BALACHANDIKA SECURITY FORCE (INDIA) PVT LTD towards remuneration to the personnel engaged on outsourcing basis to this office for the month of December,2021.

4. The Accounts Officer of this office is hereby requested to draw an amount of Rs.**3,53,720/-**(Rupees Three lakhs Fifty Three Thousand Seven Hundred and Twenty only) and issue a cheque for an amount of Rs.**3,41,730/-** (Rupees Three Lakhs Forty One Thousand Seven Hundred and Thirty only) in favour of M/s. Balachandika Security Force (India) Pvt Ltd and another cheque for an amount of Rs.**5995/-** (Rupees Five Thousand Nine Hundred and Ninety Five Only) towards TDS payment and another cheque for an amount of Rs.**5995/-** (Rupees Five Thousand Nine Hundred and Ninety Five Only) towards GST-TDS payment. Further, he is also requested to remit the deductions to the concerned Department.

5. The said expenditure shall be met from the available funds under 14th  
Finance Commission of this Office.

**Commissioner & Director**

To

The Accounts Officer of this Office.

Copy to the Superintendent, Q-Section of this Office.

Copy to the M/s. Balachandika Security Force (India) Pvt Ltd

SF/SC.