



**ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES**

General Administration Department (GAD) Government of Andhra Pradesh  
2<sup>nd</sup> Floor, NTR Administration Block, Pandit Nehru Bus Station, Vijayawada, Andhra Pradesh

From,  
G.Vasudeva Rao, M.Sc.,M.Phil  
Managing Director.

To,  
The DDO's of Client Organisation

**Lr.No.25/APCOS/Accts/2021, Dt.20.05.2021**

Sir,

Sub: APCOS-Vijayawada- Timely Submission of attendance details to process the payment of ESI contribution-Requested-Regarding.

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I invite your attention to the subject cited.

It is to inform that all the DDO's are requested to process the attendance on or before 20<sup>th</sup> of every month without fail. The late submission of attendance leads to late payment of salaries to some of the Outsourced employees and it is affecting the delay in payment of ESI contributions. The APCOS is becoming liable to pay the damages and interest charges due to late submission by DDO's.

Hence requesting all DDO's to process attendance on time to avoid penalties or the concerned DDO's will be liable to pay the damages.

Yours faithfully,

  
20/5/2021  
**Managing Director,  
APCOS**