

TREASURY



CIRCULAR No. 1 OF 2025

REF.: TREA 1830

SALARY PAY DAY- FEBRUARY 2025

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **February 2025** has been fixed for **Tuesday 25 February 2025** with the related time table for submission of vouchers as indicated below: -

I. COMPUTERISED PAYROLLS

The following procedures should be followed:

- I. Variation should be input and approved in the E-Payroll System as per CISD time table.
- II. Payrolls documents (including deduction lists and credit transfer lists) will be available on the E-Payroll System of each Ministry/Department as from **Wednesday 12 February 2025**.
- III. Payroll documents should be properly checked and any amendments should be captured and approved in the E-Payroll System (CISD FORM 230D) by **Friday 14 February 2025**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Monday 17 February 2025**. (Both **Invoice date** and **GL date** should be **Monday 24 February 2025**).
- V. The following Payroll documents -Payroll Summary sheet, Payroll Control Statement (Pay list), Payroll Control Statement (Summary Deduction List), Summary of Payment into Bank and Payroll Control Statement-Deposit Repaid should be submitted to **Treasury Examination Section by 13.00 hrs on Tuesday 18 February 2025**.
- VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 228I) by **Tuesday 28 January 2025**.
- VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of January 2025 should reach Treasury by Tuesday 18 February 2025. All Payments for Self-Accounting & Non-Self-Accounting Ministries/Departments in respect of NSF should be made to MRA by **Thursday 27 February 2025**. Self-Accounting Ministries should submit documents i.r.o CSG to Treasury by **Tuesday 25 February 2025**.

2. MANUAL PAYSHEETS (ACCTS FORM 228 F)

All paysheets should reach the Treasury by **Tuesday 18 February 2025**.

3. Summary Contribution Listing from CISD in respect of CSG should be amended to include any amount with respect to Manual Paysheet, if not already included in the listing.
4. Self-Accounting Ministries/Departments are requested to submit their application for Remittance in respect of Payroll to the Treasury by **Thursday 20 February 2025**.

The contents of this Circular should be brought to the attention of all officers dealing with payroll and the above time table should be strictly adhered to.