CIRCULAR NO. 1 OF 2017
REF.: TREA 1830

SALARY PAY DAY – FEBRUARY 2017

Supervising officers in charge of Ministries/Departments are hereby informed that the SALARY PAY DAY for the month of FEBRUARY has been fixed for Thursday 23 with the related time table for submission of vouchers as indicated below:-

1. COMPUTERISED PAYROLLS

I. The variation lists should be submitted to the Central Information Systems Division (CISD) not later than 11.00 a.m. on Monday 23 January 2017 to allow for data input and verification.

II. Payrolls documents (including deduction lists and credit transfer lists) will be sent to each Ministry/Department by CISD not later than Wednesday 08 February, 2017.

III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by Monday 13 February 2017. Payrolls documents should be detached and properly classified before submission to the Treasury. The Treasury will not accept responsibility for any late payment of salaries in case payrolls are not received by Monday 13 February 2017.

IV. CISD FORM 230D in respect of amendments should reach CISD by Tuesday 14 February, 2017.

V. All payroll data should be input in the Treasury Accounting System (TAS) by Monday 13 February 2017 and approved at latest by Tuesday 14 February, 2017. (Both Invoice date and GL date should be 22 February 2017).

VI. Amendments not captured in the CISD Form 230D should be reported in CISD Form 228I. The Form 228I should be sent to the CISD within three days after month end.

2. MANUAL PAYSHEETS (ACCTS FORM 228 F)

All paysheets should reach the Treasury by Tuesday 14 February, 2017 at latest.

3. If, for any reason, payment of salary is for a period greater than a month then a copy of CISD Form 228I should also be sent to the National Savings Fund (NSF).

4. Self Accounting Ministries/Departments are requested to submit their application for Remittance in respect of Payroll by Friday 17 February 2017 at 10.00 a.m.

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.