CIRCULAR No. 5 OF 2018
REF.: Trea 1830

SALARY PAY DAY – APRIL 2018

Supervising officers in charge of Ministries/Departments are hereby informed that the
SALARY PAY DAY for the month of APRIL has been fixed for THURSDAY 26 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 Thursday
   29 March 2018** 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 **Friday
    13 April 2018**.

III. Payrolls documents should be checked and amended (manually), where
     necessary, and then forwarded to the Treasury by **Tuesday 17 April
     2018**. 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 Tuesday 17 April 2018.**

IV. CISD FORM 230D in respect of amendments should reach CISD by
    **Wednesday 18 April, 2018**.

V. All payroll data should be input in the Treasury Accounting System (TAS)
    by **Tuesday 17 April, 2018** and approved at latest by **Wednesday
    18 April 2018**. *(Both Invoice date and GL date should be Wednesday
    25 April 2018).*

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 **Wednesday 18 April, 2018** 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 **Monday 23 April 2018 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.*

THE TREASURY

PORT-LOUIS.

15 APRIL, 2018