Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **MARCH** has been fixed for **Friday 27** 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 Tuesday 25 February 2020** 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 11 March 2020**.

   III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Monday 16 March 2020 3.00 p.m.**. 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 16 March 2020 3.00 p.m.**

   IV. CISD FORM 230D in respect of amendments should reach CISD by **Monday 16 March 2020**.

   V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Monday 16 March 2020**. (Both Invoice date and GL date should be **Thursday 26 March 2020**).

   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**.

   VII. Payment voucher in respect of NSF should reach Treasury by **Thursday 05 March 2020 3.00 p.m.**. All payments for self-accounting & non-self-accounting departments should be made to MRA by **Tuesday 10 March 2020**.

2. **MANUAL PAYSHEETS (ACCTS FORM 228 F)**
   
   All paysheets should reach the Treasury by **Monday 16 March 2020 3.00 p.m** 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 March 2020 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.*

TREASURY

PORT-LOUIS.

14 FEBRUARY 2020