

TREASURY



CIRCULAR No. 2 OF 2020

REF.: TREA 1830

SALARY PAY DAY – MARCH 2020

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.