

# TREASURY



**CIRCULAR No. 14 OF 2020**

**REF.: TREA 1830**

## **SALARY PAY DAY –NOVEMBER 2020**

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **NOVEMBER 2020** has been fixed for **Thursday 26<sup>th</sup> November** with the related time table for submission of vouchers as indicated below: -

1. **COMPUTERISED PAYROLLS**

- I. Variation should be input as attached time table provided by CISD.
- II. Payrolls documents (including deduction lists and credit transfer lists) will be sent to each Ministry/Department by CISD not later than **14:30hrs on Wednesday 11<sup>th</sup> November 2020**.
- III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Noon on Monday 16<sup>th</sup> November 2020**. 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 the set time frame.**
- IV. CISD FORM 230D in respect of amendments should reach CISD by **Monday 16<sup>th</sup> November 2020**.
- V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Monday 16<sup>th</sup> November 2020**. (**Both Invoice date and GL date should be Wednesday 25<sup>th</sup> November 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 **by Monday 30<sup>th</sup> November 2020**.
- VII. Payment voucher in respect of NSF for the months of September and October 2020 should reach Treasury by **Thursday 19<sup>th</sup> November 2020**. All payments for Self-Accounting & Non-Self-Accounting departments should be made to MRA by **Tuesday 24<sup>th</sup> November 2020**.  
Payments of NSF for November 2020 should be effected by **Wednesday 9<sup>th</sup> December 2020**. The payment voucher should reach Treasury by **Friday 4<sup>th</sup> December 2020** at latest. Further guidance on the issue of Contribution Sociale Généralisée, NSF and Levy will be Issued by the Treasury.

2. **MANUAL PAYSHEETS (ACCTS FORM 228 F)**

All paysheets should reach the Treasury by **Noon on Thursday 19<sup>th</sup> November 2020**.

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<sup>rd</sup> November 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.**

**28 OCTOBER 2020**