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 26th 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 cred transfer lists) will be sent to each Ministry/Department by CISD not later than **14:30hrs on Wednesday 11th November 2020**.
   
   III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Noon on Monday 16th 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 16th November 2020**.
   
   V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Monday 16th November 2020**. (Both Invoice date and GL date should be **Wednesday 25th 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 30th November 2020**.
   
   VII. Payment voucher in respect of NSF for the months of September and October 2020 should reach Treasury by **Thursday 19th November 2020**. All payments for Self-Accounting & Non-Self-Accounting departments should be made to MRA by **Tuesday 24th November 2020**. Payments of NSF for November 2020 should be effected by **Wednesday 9th December 2020**. The payment voucher should reach Treasury by **Friday 4th 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 19th 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 23rd 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**