

# TREASURY



**CIRCULAR No. 13 OF 2020**

**REF.: TREA 1830**

## **SALARY PAY DAY –OCTOBER 2020**

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **OCTOBER 2020** has been fixed for **Wednesday 28 October** with the related time table for submission of vouchers as indicated below: -

1. **COMPUTERISED PAYROLLS**

- I. Variation should be input as per time table issued by DFO.
- 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 Tuesday 13 October 2020**.
- III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Noon on Thursday 15 October 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 **Thursday 15 October 2020**.
- V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Thursday 15 October 2020. (Both Invoice date and GL date should be Tuesday 27 October 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 Friday 30 October 2020**.
- VII. Payment voucher in respect of NSF should reach Treasury by **Monday 9 November 2020 at 3.00 p.m.** All payments for self-accounting & non-self-accounting departments should be made to MRA by **Wednesday 11 November 2020**.

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

All paysheets should reach the Treasury by **Noon on Thursday 15 October 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 **Friday 23 October 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.**

**5 OCTOBER 2020**