CIRCULAR No. 13 OF 2020
REF.: TREA 1830

TREASURY

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