

# TREASURY



**CIRCULAR No 5 OF 2021**  
**REF: TREA 1830**

## **SALARY PAY DAY- APRIL 2021**

Supervising officers in charge of Ministries/ Departments are hereby informed that the **SALARY PAY DAY** for the month of **April 2021** has been fixed for **Wednesday 28 April** with the related time table for submission of vouchers as indicated below: -

### **1. COMPUTERISED PAYROLLS**

The following procedures are to be followed pending normal working conditions prevail:

- I. Variation should be input and approved in the E-Payroll System as per attached time table provided by CISD.
- II. Payrolls documents (including deduction lists and credit transfer lists) will be available on the E- payroll System on **Thursday 15 April 2021**.
- III. Payrolls documents should be properly checked and any amendments should be captured and approved in E-Payroll System (CISD FORM 230D) by Monday 19 April 2021.
- IV. **Payment of salaries will be made by Treasury as per Guidelines issued on 16 March 2021 by this office, and circulated by the Director Financial Operations, especially Para 4 i.e. payment of salaries will be effected OFF TAS.**
- V. Any amendments not captured in CISD Form 230D should be input and approved in E-Payroll System (CISD F 228I) **by Friday 30 April 2021**.
- VI. In respect to NSF and CSG for Non-Self Accounting Ministries/ Departments, the following applies:
  - NSF Payments should be submitted electronically to officers of the Treasury as per Table 1 of the Guidelines referred to at IV above by **23 April 2021**.
  - Returns i.r.o CSG and other information pertaining to NSF/NPF/Levy have to be submitted electronically to [treasury.claims@govmu.org](mailto:treasury.claims@govmu.org) and [pgovind@govmu.org](mailto:pgovind@govmu.org) for the month of March 2021 by Monday **23 April 2021 to the Treasury**.
- VII Self-Accounting departments should make payments to MRA by **Wednesday 28 April 2021** and electronically submit documents iro CSG to Treasury by **Wednesday 28 April 2021**.

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

Payments in respect to manual paysheets should be made through TAS as per Guidelines issued relating to **Payment through TAS (except Payroll and Foreign currency payments)**.

3. Summary Contribution Listing from CISD in respect of CSG should be amended to include any amount with respect to Manual Paysheet, if not already included in the listing.

*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.***