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 and 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.