

TREASURY



CIRCULAR No. 16 OF 2020

REF.: TREA 1830

SALARY PAY DAY- JANUARY 2021

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **JANUARY 2021** has been fixed for **Tuesday 26th January** with the related time table for submission of vouchers as indicated below: -

1. **COMPUTERISED PAYROLLS**

- I. Variation should be input as per attached time table provided by CISD.
- 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 Wednesday 13th January 2021**.
- III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Noon on Friday 15th January 2021**. 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 **Friday 15th January 2021**.
- V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Friday 15th January 2021**. (**Both Invoice date and GL date should be Monday 25th January 2021**).
- 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 29th January 2021**.
- VII. For Non-Self Accounting Ministries/ Departments Payment vouchers in respect of NSF and documents iro CSG for the month of December 2020 should reach Treasury by **Monday 18th January 2021**. All payments for Self-Accounting & Non-Self-Accounting departments should be made to MRA by **Wednesday 20th January 2021** and Self-Accounting Departments should submit documents iro CSG to Treasury by **Friday 22nd January 2021**.

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

All paysheets should reach the Treasury by **Noon on Wednesday 20th January 2021**.

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. 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.
5. Self Accounting Ministries/Departments are requested to submit their application for Remittance in respect of Payroll by **Wednesday 20th January 2021 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.