CIRCULAR No. 11 OF 2019  
REF.: Trea 1830

SALARY PAY DAY – SEPTEMBER 2019

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

1. **COMPUTERISED PAYROLLS**

   I. The variation lists should be submitted to the Central Information Systems Division (CISD) not later than **11.00 a.m. on Monday 26 August 2019** to allow for data input and verification.

   II. Payrolls documents (including deduction lists and credit transfer lists) will be sent to each Ministry/Department by CISD not later than **Thursday 12 September 2019**.

   III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Monday 16 September 2019**. 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 Monday 16 September 2019.

   IV. CISD FORM 230D in respect of amendments should reach CISD by **Monday 16 September 2019**.

   V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Monday 16 September 2019**. (Both Invoice date and GL date should be Wednesday 25 September 2019).

   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 within three days after month end.

   VII. Payment voucher in respect of NSF should reach Treasury by **Friday 6th September 2019**. All payments for self-accounting & non-self-accounting departments should be made to MRA by **Thursday 12 September 2019**.

2. **MANUAL PAYSHEETS [ACCTS FORM 228 F]**

   All paysheets should reach the Treasury by **Monday 16 September, 2019** at latest.

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 20 September 2019** 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.