Supervising officers in charge of Ministries/Departments are hereby informed that the **salary pay day** for the month of June 2023 has been fixed for **Monday 26 June 2023** with the related time table for submission of vouchers as indicated below:

1. **Computerised Payrolls**

The following procedures should be followed:

I. Variation should be input and approved in the E-Payroll System as per CISD time table.

II. Payrolls documents (including deduction lists and credit transfer lists) will be available on the E-Payroll System of each Ministry/Department as from **Monday 12 June 2023**.

III. Payroll documents should be properly checked and any amendments should be captured and approved in the E-Payroll System (CISD FORM 230D) by **Wednesday 14 June 2023**.

IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Thursday 15 June 2023. (Both Invoice date and GL date should be Friday 23 June 2023)**.

V. The following Payroll documents - Payroll Summary sheet, Payroll Control Statement (Pay list), Payroll Control Statement (Summary Deduction List), Summary of Payment into Bank and Payroll Control Statement-Deposit Repaid should be submitted to **Treasury Examination Section by 13.00 hrs on Friday 16 June 2023**.

VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 2281) by **Thursday 25 May 2023**.

VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of May 2023 should reach Treasury by **Monday 19 June 2023**. All Payments for Self-Accounting & Non-Self-Accounting Ministries/Departments in respect of NSF should be made to MRA by **Tuesday 27 June 2023**. Self-Accounting Ministries should submit documents i.r.o CSG to Treasury by **Friday 23 June 2023**.

2. **Manual Paysheets (ACCTS FORM 228 F)**

All paysheets should reach the Treasury by **Monday 19 June 2023**.

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.

4. Self-Accounting Ministries/Departments are requested to submit their application for Remittance in respect of Payroll to the Treasury by **Tuesday 20 June 2023**.

*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.

10 MAY 2023