TREASURY

CIRCULAR No. 12 OF 2023
REF.: TREA 1830

SALARY PAY DAY- NOVEMBER 2023

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **November 2023** has been fixed for **Tuesday 28 November 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 **Tuesday 14 November 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 **Thursday 16 November 2023**.

   IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Friday 17 November 2023**. (Both Invoice date and GL date should be Monday 27 November 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 Monday 20 November 2023**.

   VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 2281) **by Friday 27 October 2023**.

   VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of October 2023 should reach Treasury by **Friday 17 November 2023**. All Payments for Self-Accounting & Non-Self-Accounting Ministries/Departments in respect of NSF should be made to MRA by **Wednesday 29 November 2023**. Self-Accounting Ministries should submit documents i.r.o CSG to Treasury by **Friday 24 November 2023**.

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

   All paysheets should reach the Treasury by **Friday 17 November 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 **Wednesday 22 November 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.

12 October 2023