

THE TREASURY



CIRCULAR No. 03 OF 2018

REF.: TREA 1830

SALARY PAY DAY – MARCH 2018

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **MARCH** has been fixed for **WEDNESDAY 28** 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 February 2018** 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 **Wednesday 14 March 2018**.
- III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Friday 16 March 2018**. 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 Friday 16 March 2018.**
- IV. CISD FORM 230D in respect of amendments should reach CISD by **Friday 16 March, 2018**.
- V. All payroll data should be input in the Treasury Accounting System (TAS) by **Thursday 15 March, 2018** and approved at latest by **Friday 16 March 2018**. (**Both Invoice date and GL date should be Tuesday 27 March 2018**).
- 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.**

2. MANUAL PAYSHEETS (ACCTS FORM 228 F)

All paysheets should reach the Treasury by **Friday 16 March, 2018** 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 **Thursday 22 March 2018 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.