

TREASURY



CIRCULAR No. 15 OF 2020

REF.: TREA 1830

SALARY PAY DAY –DECEMBER 2020

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **DECEMBER 2020** has been fixed for **Tuesday 22nd December** with the related time table for submission of vouchers as indicated below: -

1. COMPUTERISED PAYROLLS

- I. Variation should be input as 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 Tuesday 8th December 2020**.
- III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Noon on Friday 11th December 2020**. 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 11th December 2020**.
- V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Friday 11th December 2020**. (**Both Invoice date and GL date should be Monday 21st December 2020**).
- 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 Wednesday 30th December 2020**.
- VII. Payment voucher in respect of NSF for the month of December 2020 should reach Treasury by **Thursday 7th January 2021**. All payments for Self-Accounting & Non-Self-Accounting departments should be made to MRA by **Tuesday 12th January 2021**. The new timeline and process for both NSF and CSG is in the process of being finalized with the MRA and will be shortly communicated to stakeholders.

2. MANUAL PAYSHEETS (ACCTS FORM 228 F)

- All paysheets should reach the Treasury by **Noon on Wednesday 16th December 2020**.
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 17th December 2020 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.

**TREASURY
PORT-LOUIS.**

10 NOVEMBER 2020