

TREASURY



CIRCULAR No.1 OF 2021

REF.: TREA 1830

SALARY PAY DAY-FEBRUARY 2021

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **FEBRUARY 2021** has been fixed for **Wednesday 24th February** with the related time table for submission of vouchers as indicated below: -

1. **COMPUTERISED PAYROLLS**

- I. Variation should be input as per 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 as from **14:00 hrs on Tuesday 9th February 2021**.
- III. Payrolls documents should be checked and amended (manually), where necessary, and then forwarded to the Treasury by **Noon on Thursday 11th February 2021**. 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 **Thursday 11th February 2021**.
- V. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Thursday 11th February 2021**. (Both Invoice date and GL date should be **Tuesday 23rd February 2021**).
- 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 Friday 26th February 2021**.
- VII. For Non-Self Accounting Ministries/ Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of January 2021 should reach Treasury by **Friday 19th February 2021**. All payments for Self-Accounting & Non-Self-Accounting departments should be made to MRA by **Monday 22nd February 2021** and Self-Accounting Departments should submit documents iro CSG to Treasury by **Tuesday 23rd February 2021**.

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

- All paysheets should reach the Treasury by **Noon on Thursday 18th February 2021**.
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 by **Friday 19th February 2021 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.

CENTRAL INFORMATION SYSTEMS DIVISION

SALARY PAYDAY: 24 February 2021

Time-table for processing of Government Payroll for February 2021

FORM 230D for January 2021 to be submitted at latest on 15.01.2021 @ 10.00 am

FORM AF228I for January 2021 to be submitted at latest on 29.01.21 @ 10.00 am

Thursday 14.01.21 - Monday 25.01.21	Input of payment/deduction variations thru e-payroll interface . Basic Data (Form 228G) & EDF to be received @CISD
Tuesday 26.01.21	Delivery of 1 st checklist as from 14.30 p.m. Correct & Incorrect checklist available on e-payroll system
Wednesday 27.01.21	Final Amendments to be received @ 14.00 p.m at latest.
Thursday 04.02.21	Delivery of payslips as from 14.00 p.m
Tuesday 09.02.21	Delivery of payroll documents as from 14.00 p.m

Note: Phone nos. 201-1483, 201-1889, Fax no 201-1484

1. Under no circumstances will bulk data be accepted in Amendment Runs.
2. Please collect documents on date and time as specified above. In case there is a change in time table you will be informed accordingly.