

# TREASURY



**CIRCULAR No. 11 OF 2023**

**REF.: TREA 1830**

## **SALARY PAY DAY- OCTOBER 2023**

Supervising officers in charge of Ministries/Departments are hereby informed that the **SALARY PAY DAY** for the month of **October 2023** has been fixed for **Friday 27 October 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 **Thursday 12 October 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 **Monday 16 October 2023**.
- IV. All payroll data should be input and validated in the Treasury Accounting System (TAS) by **Tuesday 17 October 2023**. (**Both Invoice date and GL date should be Thursday 26 October 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 Wednesday 18 October 2023**.
- VI. Amendments not captured in the CISD Form 230D should be input and approved in the E-Payroll System (CISD AF 228I) **by Thursday 28 September 2023**.
- VII. For Non-Self Accounting Ministries/Departments Payment vouchers in respect of NSF and documents i.r.o CSG for the month of September 2023 should reach Treasury by Wednesday 18 October 2023. All Payments for Self-Accounting & Non-Self-Accounting Ministries/Departments in respect of NSF should be made to MRA by Monday 30 October 2023. Self-Accounting Ministries should submit documents i.r.o CSG to Treasury by Wednesday 25 October 2023.

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

All paysheets should reach the Treasury by Wednesday 18 October 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 **Monday 23 October 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.**