

CIRCULAR SAVINGRAM

GOVERNMENT OF TONGA

TO : All Heads of Departments
FROM : Secretary for Finance & Planning
Saving No : 15/23/641
Date : 12/06/2009

TREASURY CIRCULAR No.8/ 2008-09

RE: INSTRUCTIONS ON TIMELINES FOR PROCESSING OF SALARY PAYMENTS

The following Treasury Instructions are to be followed by all Ministries and Departments regarding the submission for, and the processing of, the payments of salaries. The payment of labour wages is not covered by this instruction.

1. All salary advices and adjustments must be submitted to Ministry of Finance & Planning by the Monday and Tuesday of the two (2) weeks prior to the pay days. *(For example: For the pay days on Monday/Tuesday, 27th & 28th July, 2009, all advices and adjustments must be submitted by Monday/Tuesday, the 13th & 14th of July, 2009.)*
2. Ministry of Finance & Planning will process salary pay runs within the next two (2) days (Wednesday and Thursday) upon receiving all advices and adjustments.
3. All late submissions of advices and adjustments will not be processed nor accounted for until the following next pay period. *(For example: Any submissions after the 14th July, 2009, will not be accounted for on the 27th & 28th July pay days, but rather on the 10th & 11th August, 2009 pay days)*
4. All salary vouchers will be distributed to respective Ministries for authorization by Monday (or earlier) of the week prior to the week of the pay days. And all authorized salary vouchers must be returned to the Ministry of Finance & Planning by Tuesday the next day. *(For example: For the 27th & 28th July 2009 pay days, all salary vouchers should be distributed by Monday 20th July, for authorization, and all authorized salary vouchers must be returned to Ministry of Finance & Planning by the next day Tuesday, 21st July, 2009)*
5. Any late submissions of authorized salary vouchers would result in the delay and late processing of salary for that respective Ministry, from the scheduled pay days.
6. Ministries/Departments are responsible for ensuring that sufficient funds are available in their respective salary votes to pay for the staff salary before every salary pay runs. Any salary vote with insufficient funds will cause delay and late processing of that Ministry's salary.

The above Treasury Instructions will ensure efficiency in the processing of salaries and that salary payments are being timely paid out on the approved pay days. They will also ensure that Ministries/Departments are timely in submitting their respective salary advices and adjustments to Treasury.

This Treasury Instructions are to be effective in the beginning of financial year 2009-2010, thus all Ministries/Departments are required to adhere with the above Treasury Instructions on salary payments accordingly.

Malo 'Aupito


Aisake V Eke

SECRETARY FOR FINANCE & PLANNING

