

CIRCULAR SAVINGRAM

GOVERNMENT OF TONGA

TO : All Heads of Departments
FROM : Secretary for Finance
Saving No : 15/23/91
Date : 15/02/2006

TREASURY INSTRUCTIONS No. 4/05-06

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 by the Wednesday of the two (2) weeks prior to the pay day. *(For example: For the pay day on Wednesday, 8th March, 2006, all advices and adjustments must be submitted by Wednesday, the 22nd of February, 2006.)*
2. Ministry of Finance will process salary pay runs within the next two (2) days (Thursday and Friday) 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 22nd Feb, 2006, will not be accounted for on the 8th March pay period, but rather on the 22nd of March, 2006 pay period.)*
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 day. And all authorised salary vouchers must be returned to the Ministry of Finance by Tuesday, the next day. *(For example: For the 8th March, 2006 pay day, all salary vouchers should be distributed by Monday, 27th February, 2006 for authorization, and all authorized salary vouchers must be returned to Ministry of Finance by the Tuesday, 28th February, 2006)*
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 day.
6. All salary payments will be directly paid (credited) to each employee's bank saving accounts, effective from 1st March, 2006, without further deductions, except for PAYE, member's contributions, and government building loans and government housing quarter's payments, for those applicable.
7. 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 and applied for the pay period to be paid out on Wednesday, 8th March, 2006, thus all Ministries/Departments are required to adhere with the above Treasury Instructions on salary payments accordingly.

Malo 'Aupito

'Aisake Eke

SECRETARY FOR FINANCE

