



Finance Circular No. 11 / 1383
Dated

Subject: Procedures for Accounting for unpaid ISP salary

Treasury is implementing a program of Individual Salary Payments (ISP) to government employees. The scheme has the Da Afghanistan Bank (DAB) making payments to staff from documents provided with the cheque from Treasury, MOF.

Some employees do not attend the payment location to collect their salary.

The ISP arrangements allow a period of 10 working days for DAB to attempt to action the ISP request, and after the expiration of that period DAB will credit the un-paid salary amounts to Account No. 600100.

Procedure for Accounting for unpaid salary

After 10 working days, DAB will rule off the ISP, calculate the total value of un-collected salaries, and prepare a list of un-collected salaries.

DAB will credit the MOF Account which the salary ISP cheque was drawn with the total value of the un-paid salary and note on the Daily Bank Statement for the account the following information:

- Cheque number;
- Ministry; and
- Amount.

Cash Management Unit of the Treasury, on receipt of the reversal will raise a Journal Voucher (JV) crediting the relevant expenditure code for that Ministry with the repayment (code 10000).

DAB need to ensure the Ministry are included in the advice on the names and numbers of no-shows for salary, and the amount of the credit to the relevant MOF account. **Ministries are not to treat this repayment as revenue.**

These procedures shall come into force from the start of 1383.

Abdul Salam Rahimi
Deputy Minister