



**MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT**

9<sup>th</sup> Floor, Emmanuel Anquetil Building, Port Louis, Mauritius

**CIRCULAR LETTER NO 11 OF 2015**

Ref: DFO/1/61 V3

From: Financial Secretary

To: Supervising Officers in charge of Ministries/Departments

**HRMIS-Rounding Off of figures for Payroll computations**

In the context of the implementation of the Payroll Module of HRMIS Project and with a view to bringing consistency in the application of business rules and computation of payments and deductions you are hereby informed that, as from 01 January 2016, the following rules regarding the "Rounding Off" of figures should be adhered to:

SN	Description	Act/Regulations/Others	Rounding off
1	Overtime, arrears of salaries/ allowances etc	Approved by MoFED	to the nearest cent
2	FPS	Civil Service Protection Scheme Act	to the next rupee
3	Additional Remuneration	Additional Remuneration Act 2014	to the next rupee
4	NPS Contribution	NPS Regulation-Collection of Contributions	to the nearest rupee
5	NSF Contribution	NPS Regulation-Collection of Contributions	to the nearest rupee
6	PAYE	MRA PAYE Guide	"The amount of tax to be withheld should be in whole rupees. Cents should be left out." This implies in technical terms that the cents component of the amount should be truncated.
7	Pension Contribution	Pension Act -amended Dec 12	to the nearest rupee

2. In order to ensure consistency in the round off of figures, some examples have been elaborated at Annex A.

3. It would be appreciated if the contents of this circular be brought to the attention of all officers concerned, particularly those posted in the Finance Sections of your Ministry/Department.

  
C. Singelee

for Financial Secretary

Ministry of Finance & Economic Development

Port Louis

Date: 03 February 2016

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT RECEIVED Date: 05.02.16 Time: 1450 hrs
---

## Rounding of Figures

### Annex A

S/N	Description	Act / Regulations	Rate	Rounding off	Computation before rounding	Computation after rounding	Remarks
1	FPS	Civil Service Protection Scheme Act	2%	to the next rupee			
2	Additional Remuneration	Additional Remuneration Act		to the next rupee			
3	NPS Contribution	NPS Regulation-Collection of Contribution					
3.1	Employee	NPS Regulation-Collection of Contribution	3%	rounded to nearest rupee	215.10	215.00	
3.2	Employer	NPS Regulation-Collection of Contribution	6%	rounded to nearest rupee	430.20	430.00	
4	NSF Contribution	NPS Regulation-Collection of Contribution				645.00	
4.1	Employee	NPS Regulation-Collection of Contribution	2.50%	rounded to nearest rupee	179.25	179.00	
4.2	Employer	NPS Regulation-Collection of Contribution	1%	rounded to nearest rupee	71.70	72.00	
4.3	Levy	NPS Regulation-Collection of Contribution	1.50%	rounded to nearest rupee	107.55	108.00	
5	PAYE	MRA Regulation	15%	“The amount of tax to be withheld should be in whole rupees. Cents should be left out” This implies in technical terms that the cts component of the amount should be truncated.			
6	Pension Contribution	Pension Act -amended Dec 12		rounded to nearest rupee			
7	Overtime, arrears etc			Rounding to nearest cent	215.354	215.35	
					215.355	215.36	

\* Salary: Rs 7170

4

\* **PF Contribution**

\* Employee (7.5%): 215.10 = 215 (rounded to nearest rupee)

\* Employer (6.5%): 430.20 = 430

\* Total: 645

4

\* **NSF Contribution**

\* Employee (2.5%): 179.25 = 179 (rounded to nearest rupee)

\* Employer (1%): 71.70 = 72

\* Total: 251

\* Levy (1.5%): 107.55 = 108 (rounded to nearest rupee)