

SALARIES COSTING SUBMISSION
DATA CAPTURE FORM 1

Example

No.	Classification/Grade/Level	Existing Cost as at March 31 st , 2026 (per annum)	New Cost as at April 1, 2026 to October 31, 2026	Additional Cost as at October 31, 2026	Retroactive Cost

Approved by : _____

Head of Ministry/Department

Prepared by: _____

Position:

Verified by: _____

Internal Auditor:

STATUTORY DEDUCTIONS COSTING SUBMISSION
DATA CAPTURE FORM 2

Example

Employer’s Contribution - N.I.S. as at March 31 st , 2026	Employer’s Contribution - N.I.S. as at April 1, 2026 to October 31, 2026 (per annum)	Employer’s Contribution - N.H.T. as at March 31 st , 2026	Employer’s Contribution -N.H.T. as at April 1, 2026 to October 31, 2026 (per annum)	Employer’s Contribution -Education Tax as at March 31 st , 2026	Employer’s Contribution - Education Tax as at April 1 st , 2026 to October 31, 2026 (per annum)

Approved by : _____

Head of Ministry/Department

Prepared by: _____

Position:

Verified by: _____

Internal Auditor:

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EXTRA HOURS WORK (EHW)/HONORARIUM COSTING
DATA CAPTURE FORM 3

Example

TOTAL EHW PAID AS AT MARCH 31, 2026	TOTAL EHW PAID APRIL 1,2026 TO October 31, 2026	TOTAL ADDITIONAL EHW TIME DUE FOR APRIL 1, 2026 TO October 31, 2026

Approved by : _____

Head of Ministry/Department

Prepared by: _____

Position:

Verified by: _____

Internal Auditor

ONE-OFF COSTING
DATA CAPTURE FORM 3a

Example

Number	Classification/Grade/ Level	One-Off payment for the period April 1, 2025 to March 31, 2026

Approved by : _____

Head of Ministry/Department

Prepared by: _____

Position:

Verified by: _____

Internal