

## **GUIDELINES FOR ADVANCES FOR SALARY, UNIFORM AND SPECTACLE FROM THE CONSOLIDATED FUND**

### **AUTHORITY TO GRANT ADVANCES**

The authority for the grant of any specific advance shall be the Hon. Minister of Finance. The Hon. Minister may delegate the power to grant advance to any Divisional Head not below the rank of a Director/Analogous grade.

### **PAYMENT IN RESPECT OF AN ADVANCE**

A payment in respect of an advance shall not be made until the appropriate approval from Ministry of Finance has been lodged with the Controller and Accountant-General.

### **CONDITIONS FOR GRANT OF AN ADVANCE**

An advance payment to a public officer shall not be made if:

- a) any advance of the same class in the name of the public officer has not been fully repaid;
- b) any advance of any class in the name of the public officer is not being regularly recovered;
- c) any advance is outstanding against the officer on account of losses, uncleared cheques or unretired imprest; and
- d) the normal installment of recovery shall not cause total advance deduction to exceed 50 per cent of net monthly salary after tax or other statutory deduction.

### **REQUIREMENT FOR AN ADVANCE**

- A formal application for the advance.
- The application should be endorsed and submitted through the Head of Department.

## **ATTACHMENTS**

- One (1) most recent payslip.
  
- One (1) most recent affordability slip.

The application to be submitted to the Chief Director, Ministry of Finance through the Sector Head of the applicant.

## **WHO CAN APPLY?**

An employee whose salary is paid through Controller and Accountant General's Department and not on probation.

## **NOTE:**

The Controller and Accountant-General may recover an advance or any portion of it that is not repaid or accounted for, as required by regulation or by agreement out of any moneys payable by the Government to the person to whom the advance was made.

## **GUIDELINES FOR ADVANCES FOR THE PURCHASE MEANS OF TRANSPORT FROM THE CONSOLIDATED FUND**

### **AUTHORITY TO GRANT ADVANCES**

The authority for the grant of any specific advance shall be the Hon. Minister of Finance. The Hon. Minister may delegate the power to grant advance to any Divisional Head not below the rank of a Director/Analogous grade.

### **PAYMENT IN RESPECT OF AN ADVANCE**

A payment in respect of an advance shall not be made until the appropriate approval and Deed of Assignment has been lodged with the Controller and Accountant –General.

### **CONDITIONS FOR GRANT OF AN ADVANCE**

An advance payment to a public officer shall not be made if:

- a) any advance of the same class in the name of the public officer has not been fully repaid;
- b) any advance of any class in the name of the public officer is not being regularly recovered;
- c) any advance is outstanding against the officer on account of losses, uncleared cheques or unretired imprest; and
- d) the normal installment of recovery shall not cause total advance deduction to exceed 50 per cent of net monthly salary after tax or other statutory deduction.

### **REQUIREMENT FOR AN ADVANCE**

- Two (2) completed original copies each of Establishment Form 2 and Deed of Assignment of a vehicle (to be purchased from the Ghana Publishing Company Limited, Assembly Press).
- A quotation from a recognized auto firm in Ghana.

- Relating to a second-hand or home used vehicle, a certified valuer's Report is required.
- One (1) most recent payslip.
- One (1) most recent affordability slip.

All completed forms are to be submitted to the Ministry of Finance through the Sector Head of the applicant.

**WHO CAN APPLY?**

An employee whose salary is paid through Controller and Accountant General's Department and not on probation.

**NOTE:**

The Controller and Accountant-General may recover an advance or any portion of it that is not repaid or accounted for, as required by regulation or by agreement out of any moneys payable by the Government to the person to whom the advance was made.

## **GUIDELINES FOR THE ISSUANCE OF GOVERNMENT STATEMENT**

The following are the requirements for the issue of Government Statement to Ghanaians applying for Scholarships from various donor Partners.

### **REQUIREMENTS**

- (i) Letter of support from employers
- (ii) An admission letter from an educational institution,
- (iii) Curriculum vitae of the applicant.