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2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020101001 - Administration Unit
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

0020101001 - Administration Unit	1,163,589
11001 - Central GoG & CF	1,103,889
640101 - Improve human capital development and management	159,094
00201 - Management and Administration	159,094
00201000 - Management and Administration	159,094
<i>Unspecified Project</i>	159,094
085101 - Internal management of the organisation	159,094
22102 - Utilities	95,500
2210201 - Electricity charges	90,000
2210202 - Water	3,000
2210205 - Sanitation Charges	2,500
22103 - General Cleaning	10,000
2210301 - Cleaning Materials	10,000
22105 - Travel and Transport	20,000
2210505 - Running Cost - Official Vehicles	20,000
22107 - Training, Seminar and Conference Cost	33,594
2210709 - Seminars/Conferences/Workshops - Dome	33,594
Unspecified Policy	944,795
00201 - Management and Administration	944,795
00201000 - Management and Administration	944,795
<i>Unspecified Project</i>	944,795
<i>Unspecified Operations</i>	944,795
2111001 - Established Post	877,684
21112 - Other Allowances	67,111



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020101001 - Administration Unit
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

2111201 - Motorbike Allowance	630
2111202 - Bicycle Maintenance Allowance	84
2111203 - Car Maintenance Allowance	8,820
2111225 - Boards /Committees Allowance	34,177
2111238 - Overtime Allowance	23,400
13521 - World Bank Trust Fund	59,700
640101 - Improve human capital development and management	59,700
00201 - Management and Administration	59,700
00201000 - Management and Administration	59,700
<i>Unspecified Project</i>	59,700
<i>085702 - Evaluation and Impact Assessment Activities</i>	59,700
22107 - Training, Seminar and Conference Cost	59,700
2210709 - Seminars/Conferences/Workshops - Dome	59,700



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020102001 - PPME Unit
Government Function: 70131 - General Personnel Services
Location: 0304304 - Osu Klotey

0020102001 - PPME Unit	211,730
11001 - Central GoG & CF	161,730
640101 - Improve human capital development and management	10,000
00203 - Human Resource Management	10,000
00203003 - Performance Management	10,000
<i>Unspecified Project</i>	10,000
085702 - Evaluation and Impact Assessment Activities	10,000
22107 - Training, Seminar and Conference Cost	10,000
2210709 - Seminars/Conferences/Workshops - Dome	10,000
Unspecified Policy	151,730
00203 - Human Resource Management	151,730
00203003 - Performance Management	151,730
<i>Unspecified Project</i>	151,730
<i>Unspecified Operations</i>	151,730
2111001 - Established Post	151,730
13521 - World Bank Trust Fund	50,000
640101 - Improve human capital development and management	50,000
00203 - Human Resource Management	50,000
00203003 - Performance Management	50,000
<i>Unspecified Project</i>	50,000
085702 - Evaluation and Impact Assessment Activities	50,000
22107 - Training, Seminar and Conference Cost	50,000
2210701 - Training Materials	8,000
2210709 - Seminars/Conferences/Workshops - Dome	42,000



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020103001 - Career Management Unit
Government Function: 70131 - General Personnel Services
Location: 0304304 - Osu Klotey

0020103001 - Career Management Unit	103,822
11001 - Central GoG & CF	103,822
640101 - Improve human capital development and management	10,000
00203 - Human Resource Management	10,000
00203001 - Recruitment and Promotions	10,000
<i>Unspecified Project</i>	10,000
085204 - Recruitment, Placement and Promotions	10,000
22107 - Training, Seminar and Conference Cost	10,000
2210709 - Seminars/Conferences/Workshops - Dome	10,000
Unspecified Policy	93,822
00203 - Human Resource Management	93,822
00203001 - Recruitment and Promotions	93,822
<i>Unspecified Project</i>	93,822
<i>Unspecified Operations</i>	93,822
2111001 - Established Post	93,822



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - Headquarters

Organisation: 0020104001 - Procurement and Supply Chain Management Unit

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

0020104001 - Procurement and Supply Chain Management Unit	1,005,693
11001 - Central GoG & CF	1,005,693
150401 - 12.7 Prom public procuremnt practices that are sustainable	40,000
00202 - Institutional Development	40,000
00202004 - Procurement Management	40,000
<i>Unspecified Project</i>	40,000
085402 - Tendering Activities	40,000
22101 - Materials and Office Consumables	3,000
2210101 - Printed Material and Stationery	3,000
22102 - Utilities	6,000
2210201 - Electricity charges	5,000
2210203 - Telecommunications	1,000
22107 - Training, Seminar and Conference Cost	31,000
2210701 - Training Materials	5,000
2210704 - Hire of Venue	7,000
2210708 - Refreshments	5,000
2210709 - Seminars/Conferences/Workshops - Dome	11,000
2210710 - Staff Development	3,000
Unspecified Policy	965,693
00202 - Institutional Development	965,693
00202004 - Procurement Management	965,693
<i>Unspecified Project</i>	965,693
<i>Unspecified Operations</i>	965,693
2111001 - Established Post	965,693



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - Headquarters

Organisation: 0020105001 - Recruitment, Training Development Unit

Government Function: 70131 - General Personnel Services

Location: 0304304 - Osu Klotey

0020105001 - Recruitment, Training Development Unit	130,826
11001 - Central GoG & CF	90,826
640101 - Improve human capital development and management	10,000
00203 - Human Resource Management	10,000
00203002 - Training and Development	10,000
<i>Unspecified Project</i>	10,000
<i>085206 - Manpower Skills Development</i>	10,000
22107 - Training, Seminar and Conference Cost	10,000
2210709 - Seminars/Conferences/Workshops - Dome	10,000
Unspecified Policy	80,826
00203 - Human Resource Management	80,826
00203002 - Training and Development	80,826
<i>Unspecified Project</i>	80,826
<i>Unspecified Operations</i>	80,826
2111001 - Established Post	80,826
13521 - World Bank Trust Fund	40,000
640101 - Improve human capital development and management	40,000
00203 - Human Resource Management	40,000
00203002 - Training and Development	40,000
<i>Unspecified Project</i>	40,000
<i>085206 - Manpower Skills Development</i>	40,000
22107 - Training, Seminar and Conference Cost	40,000
2210701 - Training Materials	7,000
2210709 - Seminars/Conferences/Workshops - Dome	33,000



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - Headquarters

Organisation: 0020106001 - Research, Statistics and Information Management Unit

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

0020106001 - Research, Statistics and Information Management Unit	150,108
11001 - Central GoG & CF	150,108
640101 - Improve human capital development and management	10,000
00203 - Human Resource Management	10,000
00203004 - Information Management	10,000
<i>Unspecified Project</i>	10,000
<i>085202 - Human Resource Database</i>	10,000
22107 - Training, Seminar and Conference Cost	10,000
2210709 - Seminars/Conferences/Workshops - Dome	10,000
Unspecified Policy	140,108
00203 - Human Resource Management	140,108
00203004 - Information Management	140,108
<i>Unspecified Project</i>	140,108
<i>Unspecified Operations</i>	140,108
2111001 - Established Post	140,108



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020107001 - Government Secretariat School
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

0020107001 - Government Secretariat School	630,586
11001 - Central GoG & CF	430,586
Unspecified Policy	430,586
00203 - Human Resource Management	430,586
00203002 - Training and Development	430,586
<i>Unspecified Project</i>	430,586
<i>Unspecified Operations</i>	430,586
2111001 - Established Post	423,206
21112 - Other Allowances	7,380
2111203 - Car Maintenance Allowance	3,780
2111222 - Watchman Extra Days Allowance	3,600
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	200,000
640101 - Improve human capital development and management	200,000
00203 - Human Resource Management	200,000
00203002 - Training and Development	200,000
<i>Unspecified Project</i>	200,000
<i>085206 - Manpower Skills Development</i>	200,000
22101 - Materials and Office Consumables	20,250
2210101 - Printed Material and Stationery	15,000
2210102 - Office Facilities, Supplies and Accessories	5,250
22102 - Utilities	9,500
2210201 - Electricity charges	3,600
2210202 - Water	2,400
2210203 - Telecommunications	2,150



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020107001 - Government Secretariat School
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

2210204 - Postal Charges	900
2210205 - Sanitation Charges	450
22103 - General Cleaning	2,000
2210301 - Cleaning Materials	2,000
22105 - Travel and Transport	7,000
2210505 - Running Cost - Official Vehicles	7,000
22106 - Repairs and Maintenance	5,450
2210603 - Repairs of Office Buildings	3,000
2210623 - Maintenance of Office Equipment	2,450
22107 - Training, Seminar and Conference Cost	47,050
2210704 - Hire of Venue	550
2210709 - Seminars/Conferences/Workshops - Dome	46,500
22109 - Special Services	8,750
2210910 - Trade Promotion / Publicity	8,750
31112 - Nonresidential buildings	98,636
3111204 - Office Buildings	98,636
31122 - Other machinery and equipment	1,364
3112211 - Office Equipment	1,364



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020107002 - Civil Service Training Centre
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

0020107002 - Civil Service Training Centre	878,851
11001 - Central GoG & CF	250,969
Unspecified Policy	250,969
00203 - Human Resource Management	250,969
00203002 - Training and Development	250,969
Unspecified Project	250,969
Unspecified Operations	250,969
2111001 - Established Post	250,969
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	627,883
640101 - Improve human capital development and management	627,883
00203 - Human Resource Management	627,883
00203002 - Training and Development	627,883
Unspecified Project	627,883
085206 - Manpower Skills Development	627,883
22101 - Materials and Office Consumables	70,000
2210101 - Printed Material and Stationery	30,000
2210113 - Feeding Cost	40,000
22102 - Utilities	63,000
2210201 - Electricity charges	33,000
2210202 - Water	20,000
2210203 - Telecommunications	10,000
22103 - General Cleaning	13,941
2210301 - Cleaning Materials	13,941
22105 - Travel and Transport	95,000



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020107002 - Civil Service Training Centre
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

2210502 - Maintenance and Repairs - Official Vehicles	10,000
2210505 - Running Cost - Official Vehicles	40,000
2210515 - Foreign Travel Cost and Expenses	45,000
22106 - Repairs and Maintenance	17,000
2210603 - Repairs of Office Buildings	17,000
22107 - Training, Seminar and Conference Cost	168,942
2210701 - Training Materials	20,351
2210709 - Seminars/Conferences/Workshops - Domes	132,591
2210710 - Staff Development	16,000
27311 - Employer social benefits in cash	50,000
2731102 - Staff Welfare Expenses	50,000
31112 - Nonresidential buildings	100,000
3111204 - Office Buildings	100,000
31122 - Other machinery and equipment	50,000
3112211 - Office Equipment	50,000



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020107003 - Institute of Technical Supervision
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

0020107003 - Institute of Technical Supervision	323,301
11001 - Central GoG & CF	219,781
Unspecified Policy	219,781
00203 - Human Resource Management	219,781
00203002 - Training and Development	219,781
<i>Unspecified Project</i>	219,781
<i>Unspecified Operations</i>	219,781
2111001 - Established Post	217,351
21112 - Other Allowances	2,430
2111201 - Motorbike Allowance	630
2111222 - Watchman Extra Days Allowance	1,800
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	103,520
640101 - Improve human capital development and management	103,520
00203 - Human Resource Management	103,520
00203002 - Training and Development	103,520
<i>Unspecified Project</i>	103,520
<i>085206 - Manpower Skills Development</i>	103,520
22101 - Materials and Office Consumables	9,000
2210101 - Printed Material and Stationery	6,000
2210102 - Office Facilities, Supplies and Accessories	3,000
22102 - Utilities	10,682
2210201 - Electricity charges	4,200
2210202 - Water	2,400
2210203 - Telecommunications	2,550



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - Headquarters
Organisation: 0020107003 - Institute of Technical Supervision
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

2210205 - Sanitation Charges	1,532
22103 - General Cleaning	1,650
2210301 - Cleaning Materials	1,650
22106 - Repairs and Maintenance	1,500
2210623 - Maintenance of Office Equipment	1,500
22107 - Training, Seminar and Conference Cost	36,146
2210704 - Hire of Venue	780
2210709 - Seminars/Conferences/Workshops - Domes	35,366
22109 - Special Services	5,400
2210910 - Trade Promotion / Publicity	5,400
27311 - Employer social benefits in cash	15,000
2731102 - Staff Welfare Expenses	15,000
31122 - Other machinery and equipment	24,141
3112208 - Computers and Accessories	19,500
3112211 - Office Equipment	4,641



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00202 - Management Services Division
Organisation: 0020201001 - Administration Unit
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

0020201001 - Administration Unit	437,621
11001 - Central GoG & CF	408,730
Unspecified Policy	408,730
00202 - Institutional Development	408,730
00202002 - Institutional Strengthening	408,730
<i>Unspecified Project</i>	408,730
<i>Unspecified Operations</i>	408,730
2111001 - Established Post	397,514
21112 - Other Allowances	11,216
2111203 - Car Maintenance Allowance	6,930
2111222 - Watchman Extra Days Allowance	720
2111229 - Acting Allowance	3,566
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	28,891
640101 - Improve human capital development and management	28,891
00202 - Institutional Development	28,891
00202002 - Institutional Strengthening	28,891
<i>Unspecified Project</i>	28,891
<i>002001 - Executive Support Services</i>	28,891
22105 - Travel and Transport	6,668
2210505 - Running Cost - Official Vehicles	6,668
22107 - Training, Seminar and Conference Cost	15,000
2210709 - Seminars/Conferences/Workshops - Dome	15,000
31122 - Other machinery and equipment	7,223
3112208 - Computers and Accessories	6,000



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00202 - Management Services Division
Organisation: 0020201001 - Administration Unit
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

3112211 - Office Equipment	1,223
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2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00203 - Public Records and Archives Administration Department
Organisation: 0020301001 - Administration Unit
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

0020301001 - Administration Unit	1,248,196
11001 - Central GoG & CF	1,222,964
150401 - 12.7 Prom public procuremnt practices that are sustainable	40,050
00202 - Institutional Development	40,050
00202003 - Records Management	40,050
<i>Unspecified Project</i>	40,050
085101 - Internal management of the organisation	20,000
22101 - Materials and Office Consumables	2,000
2210101 - Printed Material and Stationery	2,000
22102 - Utilities	5,100
2210201 - Electricity charges	3,000
2210202 - Water	500
2210203 - Telecommunications	1,000
2210204 - Postal Charges	100
2210207 - Fire Fighting Accessories	500
22103 - General Cleaning	800
2210301 - Cleaning Materials	800
22105 - Travel and Transport	6,000
2210505 - Running Cost - Official Vehicles	6,000
22106 - Repairs and Maintenance	3,000
2210603 - Repairs of Office Buildings	2,000
2210623 - Maintenance of Office Equipment	1,000
22107 - Training, Seminar and Conference Cost	3,100
2210706 - Library and Subscription	100



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00203 - Public Records and Archives Administration Department
Organisation: 0020301001 - Administration Unit
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

2210709 - Seminars/Conferences/Workshops - Dome	3,000
<i>086404 - Information Management</i>	<i>20,050</i>
22105 - Travel and Transport	3,550
2210514 - Foreign Travel- Per Diem	3,550
22107 - Training, Seminar and Conference Cost	14,000
2210709 - Seminars/Conferences/Workshops - Dome	11,000
2210710 - Staff Development	3,000
22112 - Emergency Services	2,500
2211201 - Field Operations	2,500
640101 - Improve human capital development and management	69,950
00202 - Institutional Development	69,950
00202002 - Institutional Strengthening	50,000
<i>Unspecified Project</i>	<i>50,000</i>
<i>002001 - Executive Support Services</i>	<i>6,600</i>
22107 - Training, Seminar and Conference Cost	6,600
2210709 - Seminars/Conferences/Workshops - Dome	6,600
<i>085101 - Internal management of the organisation</i>	<i>43,400</i>
22101 - Materials and Office Consumables	1,050
2210111 - Other Office Materials and Consumables	1,050
22102 - Utilities	12,350
2210201 - Electricity charges	6,000
2210202 - Water	1,500
2210203 - Telecommunications	1,200
2210205 - Sanitation Charges	3,650



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00203 - Public Records and Archives Administration Department
Organisation: 0020301001 - Administration Unit
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

22105 - Travel and Transport	15,000
2210505 - Running Cost - Official Vehicles	15,000
22106 - Repairs and Maintenance	3,000
2210603 - Repairs of Office Buildings	3,000
22107 - Training, Seminar and Conference Cost	12,000
2210709 - Seminars/Conferences/Workshops - Dome	12,000
00202003 - Records Management	19,950
<i>Unspecified Project</i>	19,950
<i>002005 - Management of Public Records</i>	19,950
22105 - Travel and Transport	6,000
2210505 - Running Cost - Official Vehicles	6,000
22107 - Training, Seminar and Conference Cost	13,950
2210701 - Training Materials	1,050
2210709 - Seminars/Conferences/Workshops - Dome	12,900
Unspecified Policy	1,112,964
00202 - Institutional Development	1,112,964
00202003 - Records Management	1,112,964
<i>Unspecified Project</i>	1,112,964
<i>Unspecified Operations</i>	1,112,964
2111001 - Established Post	1,111,974
21112 - Other Allowances	990
2111203 - Car Maintenance Allowance	630
2111238 - Overtime Allowance	360
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	25,232



2021 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00203 - Public Records and Archives Administration Department

Organisation: 0020301001 - Administration Unit

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

150401 - 12.7 Prom public procuremnt practices that are sustainable	3,564
00202 - Institutional Development	3,564
00202003 - Records Management	3,564
<i>Unspecified Project</i>	3,564
<i>086404 - Information Management</i>	3,564
22102 - Utilities	1,450
2210201 - Electricity charges	1,450
22107 - Training, Seminar and Conference Cost	2,114
2210709 - Seminars/Conferences/Workshops - Dome	2,114
640101 - Improve human capital development and management	21,668
00202 - Institutional Development	21,668
00202002 - Institutional Strengthening	21,668
<i>Unspecified Project</i>	21,668
<i>085101 - Internal management of the organisation</i>	21,668
22101 - Materials and Office Consumables	5,168
2210101 - Printed Material and Stationery	5,168
22107 - Training, Seminar and Conference Cost	16,500
2210709 - Seminars/Conferences/Workshops - Dome	16,500