

Table of Contents

4.0 Audit Budget Detail

4.0. Audit Budget Detail

2025, Full Year Budget, 0020101001 - Administration Unit.....	1
2025, Full Year Budget, 0020102001 - PPME Unit.....	5
2025, Full Year Budget, 0020103001 - Career Management Unit.....	7
2025, Full Year Budget, 0020104001 - Procurement and Supply Chain Management Unit.....	9
2025, Full Year Budget, 0020105001 - Recruitment, Training Development Unit.....	11
2025, Full Year Budget, 0020106001 - Research, Statistics and Information Management Unit.....	13
2025, Full Year Budget, 0020201001 - Administration Unit.....	15
2025, Full Year Budget, 0020301001 - Administration Unit.....	19
2025, Full Year Budget, 0020901001 - Headquarters-General Administration.....	24
2025, Full Year Budget, 0021001001 - General Administration.....	26
2025, Full Year Budget, 0021101001 - General Administration.....	29



2025 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	25,416,626
11001 - Central GoG & CF	25,416,626
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	7,909,146
00201 - Management and Administration	7,909,146
00201000 - Management and Administration	7,909,146
<i>No Aligned Project</i>	7,909,146
<i>085101 - Internal management of the organisation</i>	7,370,882
22101 - Materials and Office Consumables	193,198
2210101 - Printed Material and Stationery	170,684
2210111 - Other Office Materials and Consumables	22,514
22102 - Utilities	495,393
2210201 - Electricity charges	380,794
2210202 - Water	32,514
2210203 - Telecommunications	34,399
2210204 - Postal Charges	3,172
2210205 - Sanitation Charges	44,514
22103 - General Cleaning	106,038
2210301 - Cleaning Materials	106,038
22105 - Travel and Transport	537,935
2210502 - Maintenance and Repairs - Official Vehicles	32,514
2210503 - Fuel and Lubricants - Official Vehicles	168,798
2210505 - Running Cost - Official Vehicles	73,437
2210514 - Foreign Travel- Per Diem	263,186
22106 - Repairs and Maintenance	205,566



2025 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

2210603 - Repairs of Office Buildings	81,487
2210605 - Maintenance of Machinery and Plant	97,591
2210623 - Maintenance of Office Equipment	26,488
22107 - Training, Seminar and Conference Cost	1,118,176
2210706 - Library and Subscription	9,515
2210709 - Seminars/Conferences/Workshops - Dome	1,035,674
2210710 - Staff Development	72,986
22113 - Insurance Premium	52,577
2211304 - Insurance of Vehicles	52,577
31112 - Non-Residential Buildings	1,600,000
3111204 - Office Buildings	1,600,000
31121 - Transport equipment	2,962,000
3112101 - Motor Vehicle	2,962,000
31122 - Other machinery and equipment	50,000
3112208 - Computers and Accessories	50,000
31131 - Infrastructure Assets	50,000
3113108 - Furniture and Fittings	50,000
<i>085205 - Personnel and Staff Management</i>	<i>249,238</i>
22107 - Training, Seminar and Conference Cost	249,238
2210709 - Seminars/Conferences/Workshops - Dome	249,238
<i>085501 - Internal Audit Operations</i>	<i>285,952</i>
22107 - Training, Seminar and Conference Cost	285,952
2210709 - Seminars/Conferences/Workshops - Dome	285,952
<i>086304 - Cleaning and General Services</i>	<i>3,073</i>



2025 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

22107 - Training, Seminar and Conference Cost	3,073
2210709 - Seminars/Conferences/Workshops - Dome	3,073
Unspecified Policy	17,507,481
00201 - Management and Administration	17,507,481
00201000 - Management and Administration	17,507,481
<i>No Aligned Project</i>	17,507,481
<i>Unspecified Operations</i>	17,507,481
2111001 - Established Post	4,674,198
21111 - Non Established Post	11,168,437
2111104 - Recruitment	11,168,437
21112 - Other Allowances	1,664,846
2111202 - Bicycle Maintenance Allowance	768
2111203 - Car Maintenance Allowance	64,020
2111213 - Watchman Allowance	31,051
2111221 - Training Allowance	294,109
2111222 - Watchman Extra Days Allowance	26,250
2111223 - Basic PE Related Allowances	320,000
2111225 - Boards /Committees Allowance	575,000
2111227 - Clothing Allowance	29,392
2111233 - Entertainment Allowance	30,392
2111234 - Fuel Allowance	91,513
2111236 - Housing Subsidy/Allowance	92,507
2111243 - Transfer Grants	18,000
2111245 - Domestic Servants Allowance	57,046



2025 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

2111247 - Utility Allowance	34,798
-----------------------------	--------



2025 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	1,449,083
11001 - Central GoG & CF	1,449,083
150701 - 3.7 Promote good corporate governance	44,107
00203 - Human Resource Management	44,107
00203003 - Performance Management	44,107
<i>No Aligned Project</i>	44,107
<i>085702 - Evaluation and Impact Assessment Activities</i>	44,107
22107 - Training, Seminar and Conference Cost	44,107
2210709 - Seminars/Conferences/Workshops - Dome	44,107
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	49,170
00203 - Human Resource Management	49,170
00203003 - Performance Management	49,170
<i>No Aligned Project</i>	49,170
<i>085301 - Budget Preparation</i>	46,638
22107 - Training, Seminar and Conference Cost	46,638
2210709 - Seminars/Conferences/Workshops - Dome	46,638
<i>085701 - Management and Monitoring Policies, Programmes and Project</i>	2,531
22107 - Training, Seminar and Conference Cost	2,531
2210709 - Seminars/Conferences/Workshops - Dome	2,531
Unspecified Policy	1,355,806
00203 - Human Resource Management	1,355,806
00203003 - Performance Management	1,355,806
<i>No Aligned Project</i>	1,355,806
<i>Unspecified Operations</i>	1,355,806



2025 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

2111001 - Established Post	1,070,774
21112 - Other Allowances	285,032
2111213 - Watchman Allowance	6,605
2111225 - Boards /Committees Allowance	200,000
2111227 - Clothing Allowance	6,313
2111233 - Entertainment Allowance	6,313
2111234 - Fuel Allowance	20,905
2111236 - Housing Subsidy/Allowance	25,628
2111245 - Domestic Servants Allowance	12,757
2111247 - Utility Allowance	6,512



2025 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	2,234,100
11001 - Central GoG & CF	2,234,100
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	513,813
00203 - Human Resource Management	513,813
00203001 - Recruitment and Promotions	513,813
<i>No Aligned Project</i>	513,813
<i>085204 - Recruitment, Placement and Promotions</i>	513,813
22107 - Training, Seminar and Conference Cost	513,813
2210709 - Seminars/Conferences/Workshops - Dome	513,813
430102 - 16.7 ens responsive, incl & rep dec-mkg at all lev	650,715
00203 - Human Resource Management	650,715
00203001 - Recruitment and Promotions	650,715
<i>No Aligned Project</i>	650,715
<i>085204 - Recruitment, Placement and Promotions</i>	650,715
22107 - Training, Seminar and Conference Cost	650,715
2210709 - Seminars/Conferences/Workshops - Dome	650,715
Unspecified Policy	1,069,573
00203 - Human Resource Management	1,069,573
00203001 - Recruitment and Promotions	1,069,573
<i>No Aligned Project</i>	1,069,573
<i>Unspecified Operations</i>	1,069,573
2111001 - Established Post	988,081
21112 - Other Allowances	81,492
2111213 - Watchman Allowance	6,605



2025 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

2111227 - Clothing Allowance	5,312
2111233 - Entertainment Allowance	5,312
2111234 - Fuel Allowance	19,905
2111236 - Housing Subsidy/Allowance	25,088
2111245 - Domestic Servants Allowance	12,757
2111247 - Utility Allowance	6,512



2025 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	17,676,751
11001 - Central GoG & CF	17,676,751
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	607,190
00202 - Institutional Development	607,190
00202004 - Procurement Management	607,190
<i>No Aligned Project</i>	607,190
<i>085101 - Internal management of the organisation</i>	607,190
22101 - Materials and Office Consumables	60,433
2210101 - Printed Material and Stationery	59,688
2210111 - Other Office Materials and Consumables	745
22102 - Utilities	50,471
2210201 - Electricity charges	44,471
2210202 - Water	5,000
2210204 - Postal Charges	1,000
22103 - General Cleaning	10,000
2210301 - Cleaning Materials	10,000
22105 - Travel and Transport	57,686
2210502 - Maintenance and Repairs - Official Vehicles	10,000
2210505 - Running Cost - Official Vehicles	12,981
2210509 - Other Travel and Transportation	745
2210511 - Local Travel Cost	33,960
22106 - Repairs and Maintenance	34,917
2210603 - Repairs of Office Buildings	15,000
2210623 - Maintenance of Office Equipment	19,917



2025 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

22107 - Training, Seminar and Conference Cost	221,183
2210708 - Refreshments	10,000
2210709 - Seminars/Conferences/Workshops - Dome	211,183
22113 - Insurance Premium	72,500
2211304 - Insurance of Vehicles	72,500
31122 - Other machinery and equipment	60,000
3112208 - Computers and Accessories	60,000
31131 - Infrastructure Assets	40,000
3113108 - Furniture and Fittings	40,000
Unspecified Policy	17,069,561
00202 - Institutional Development	17,069,561
00202004 - Procurement Management	17,069,561
<i>No Aligned Project</i>	17,069,561
<i>Unspecified Operations</i>	17,069,561
2111001 - Established Post	16,991,561
21112 - Other Allowances	78,000
2111213 - Watchman Allowance	5,000
2111227 - Clothing Allowance	5,500
2111233 - Entertainment Allowance	5,500
2111234 - Fuel Allowance	20,000
2111236 - Housing Subsidy/Allowance	25,000
2111245 - Domestic Servants Allowance	11,000
2111247 - Utility Allowance	6,000



2025 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	664,098
11001 - Central GoG & CF	664,098
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	5,063
00203 - Human Resource Management	5,063
00203002 - Training and Development	5,063
<i>No Aligned Project</i>	5,063
<i>085206 - Manpower Skills Development</i>	5,063
22107 - Training, Seminar and Conference Cost	5,063
2210709 - Seminars/Conferences/Workshops - Dome	5,063
430102 - 16.7 ens responsive, incl & rep dec-mkg at all lev	88,214
00203 - Human Resource Management	88,214
00203002 - Training and Development	88,214
<i>No Aligned Project</i>	88,214
<i>085206 - Manpower Skills Development</i>	88,214
22107 - Training, Seminar and Conference Cost	88,214
2210709 - Seminars/Conferences/Workshops - Dome	88,214
Unspecified Policy	570,821
00203 - Human Resource Management	570,821
00203002 - Training and Development	570,821
<i>No Aligned Project</i>	570,821
<i>Unspecified Operations</i>	570,821
2111001 - Established Post	488,789
21112 - Other Allowances	82,032
2111213 - Watchman Allowance	6,605



2025 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

2111227 - Clothing Allowance	5,312
2111233 - Entertainment Allowance	5,312
2111234 - Fuel Allowance	19,905
2111236 - Housing Subsidy/Allowance	25,628
2111245 - Domestic Servants Allowance	12,757
2111247 - Utility Allowance	6,512



2025 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	1,278,090
11001 - Central GoG & CF	1,278,090
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	88,214
00203 - Human Resource Management	88,214
00203004 - Information Management	88,214
<i>No Aligned Project</i>	88,214
<i>085801 - Research and Development</i>	88,214
22107 - Training, Seminar and Conference Cost	88,214
2210709 - Seminars/Conferences/Workshops - Dome	88,214
510302 - 17.18 Enhance capacity for high-quality, timely and reliable data	5,063
00203 - Human Resource Management	5,063
00203004 - Information Management	5,063
<i>No Aligned Project</i>	5,063
<i>085802 - Development and Management of Database</i>	5,063
22107 - Training, Seminar and Conference Cost	5,063
2210709 - Seminars/Conferences/Workshops - Dome	5,063
Unspecified Policy	1,184,813
00203 - Human Resource Management	1,184,813
00203004 - Information Management	1,184,813
<i>No Aligned Project</i>	1,184,813
<i>Unspecified Operations</i>	1,184,813
2111001 - Established Post	1,121,813
21112 - Other Allowances	63,000
2111213 - Watchman Allowance	5,000



2025 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

2111227 - Clothing Allowance	4,000
2111233 - Entertainment Allowance	4,000
2111234 - Fuel Allowance	15,000
2111236 - Housing Subsidy/Allowance	20,000
2111245 - Domestic Servants Allowance	10,000
2111247 - Utility Allowance	5,000



2025 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	4,406,549
11001 - Central GoG & CF	4,193,699
150701 - 3.7 Promote good corporate governance	559,941
00202 - Institutional Development	559,941
00202002 - Institutional Strengthening	559,941
<i>No Aligned Project</i>	559,941
<i>002001 - Executive Support Services</i>	559,941
22101 - Materials and Office Consumables	70,000
2210101 - Printed Material and Stationery	50,000
2210111 - Other Office Materials and Consumables	20,000
22102 - Utilities	103,000
2210201 - Electricity charges	50,000
2210202 - Water	5,000
2210203 - Telecommunications	40,000
2210205 - Sanitation Charges	8,000
22103 - General Cleaning	5,000
2210301 - Cleaning Materials	5,000
22105 - Travel and Transport	126,752
2210502 - Maintenance and Repairs - Official Vehicles	20,000
2210505 - Running Cost - Official Vehicles	45,000
2210509 - Other Travel and Transportation	61,752
22106 - Repairs and Maintenance	15,000
2210623 - Maintenance of Office Equipment	15,000
22107 - Training, Seminar and Conference Cost	125,189



2025 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

2210701 - Training Materials	5,000
2210709 - Seminars/Conferences/Workshops - Dome	70,000
2210710 - Staff Development	50,189
22113 - Insurance Premium	15,000
2211304 - Insurance of Vehicles	15,000
31131 - Infrastructure Assets	100,000
3113108 - Furniture and Fittings	100,000
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	47,249
00202 - Institutional Development	47,249
00202002 - Institutional Strengthening	47,249
<i>No Aligned Project</i>	47,249
<i>002001 - Executive Support Services</i>	47,249
22101 - Materials and Office Consumables	4,355
2210101 - Printed Material and Stationery	2,728
2210111 - Other Office Materials and Consumables	1,628
22102 - Utilities	15,626
2210201 - Electricity charges	13,347
2210202 - Water	651
2210203 - Telecommunications	977
2210205 - Sanitation Charges	651
22103 - General Cleaning	1,751
2210301 - Cleaning Materials	1,751
22105 - Travel and Transport	11,553
2210502 - Maintenance and Repairs - Official Vehicles	1,000



2025 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

2210503 - Fuel and Lubricants - Official Vehicles	7,500
2210505 - Running Cost - Official Vehicles	1,426
2210509 - Other Travel and Transportation	1,628
22106 - Repairs and Maintenance	1,628
2210623 - Maintenance of Office Equipment	1,628
22107 - Training, Seminar and Conference Cost	12,335
2210701 - Training Materials	1,426
2210709 - Seminars/Conferences/Workshops - Dome	6,882
2210710 - Staff Development	4,028
Unspecified Policy	3,586,509
00202 - Institutional Development	3,586,509
00202002 - Institutional Strengthening	3,586,509
<i>No Aligned Project</i>	3,586,509
<i>Unspecified Operations</i>	3,586,509
2111001 - Established Post	2,999,356
21112 - Other Allowances	587,153
2111203 - Car Maintenance Allowance	32,760
2111213 - Watchman Allowance	46,528
2111227 - Clothing Allowance	38,004
2111233 - Entertainment Allowance	38,004
2111234 - Fuel Allowance	4,905
2111236 - Housing Subsidy/Allowance	165,962
2111242 - Travel Allowance	137,239
2111245 - Domestic Servants Allowance	79,903



2025 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

2111247 - Utility Allowance	43,848
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	212,850
150701 - 3.7 Promote good corporate governance	190,243
00202 - Institutional Development	190,243
00202002 - Institutional Strengthening	190,243
<i>No Aligned Project</i>	190,243
<i>002001 - Executive Support Services</i>	190,243
22101 - Materials and Office Consumables	58,500
2210101 - Printed Material and Stationery	30,000
2210102 - Office Facilities, Supplies and Accessories	22,500
2210111 - Other Office Materials and Consumables	6,000
22102 - Utilities	32,500
2210203 - Telecommunications	32,500
22105 - Travel and Transport	99,243
2210503 - Fuel and Lubricants - Official Vehicles	64,243
2210509 - Other Travel and Transportation	35,000
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	22,607
00202 - Institutional Development	22,607
00202002 - Institutional Strengthening	22,607
<i>No Aligned Project</i>	22,607
<i>002001 - Executive Support Services</i>	22,607
22107 - Training, Seminar and Conference Cost	22,607
2210709 - Seminars/Conferences/Workshops - Dome	22,607



2025 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	11,151,376
11001 - Central GoG & CF	7,331,746
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	771,988
00202 - Institutional Development	771,988
00202003 - Records Management	771,988
<i>No Aligned Project</i>	771,988
<i>002005 - Management of Public Records</i>	689,914
22101 - Materials and Office Consumables	136,330
2210101 - Printed Material and Stationery	90,000
2210111 - Other Office Materials and Consumables	46,330
22102 - Utilities	75,000
2210201 - Electricity charges	30,000
2210202 - Water	15,000
2210203 - Telecommunications	1,500
2210204 - Postal Charges	1,000
2210205 - Sanitation Charges	2,500
2210207 - Fire Fighting Accessories	25,000
22105 - Travel and Transport	155,000
2210502 - Maintenance and Repairs - Official Vehicles	20,000
2210503 - Fuel and Lubricants - Official Vehicles	75,000
2210511 - Local Travel Cost	60,000
22106 - Repairs and Maintenance	96,000
2210604 - Maintenance of Furniture and Fixtures	21,000
2210623 - Maintenance of Office Equipment	75,000



2025 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

22107 - Training, Seminar and Conference Cost	79,584
2210709 - Seminars/Conferences/Workshops - Dome	50,000
2210710 - Staff Development	29,584
22109 - Special Services	10,000
2210902 - Official Celebrations	10,000
31122 - Other machinery and equipment	138,000
3112208 - Computers and Accessories	40,000
3112211 - Office Equipment	36,400
3112212 - Air Condition	30,000
3112225 - Photographic Equipment	31,600
<i>085101 - Internal management of the organisation</i>	82,073
22101 - Materials and Office Consumables	7,427
2210101 - Printed Material and Stationery	5,306
2210111 - Other Office Materials and Consumables	2,121
22102 - Utilities	12,685
2210201 - Electricity charges	9,187
2210202 - Water	1,166
2210203 - Telecommunications	1,166
2210205 - Sanitation Charges	1,166
22103 - General Cleaning	2,581
2210301 - Cleaning Materials	2,581
22105 - Travel and Transport	21,787
2210502 - Maintenance and Repairs - Official Vehicles	5,000
2210503 - Fuel and Lubricants - Official Vehicles	10,000



2025 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

2210505 - Running Cost - Official Vehicles	3,537
2210511 - Local Travel Cost	3,250
22106 - Repairs and Maintenance	9,575
2210606 - Maintenance of General Equipment	7,500
2210623 - Maintenance of Office Equipment	2,075
22107 - Training, Seminar and Conference Cost	28,019
2210709 - Seminars/Conferences/Workshops - Dome	26,395
2210710 - Staff Development	1,624
Unspecified Policy	6,559,758
00202 - Institutional Development	6,559,758
00202003 - Records Management	6,559,758
<i>No Aligned Project</i>	6,559,758
<i>Unspecified Operations</i>	6,559,758
2111001 - Established Post	6,434,118
21112 - Other Allowances	125,640
2111203 - Car Maintenance Allowance	15,120
2111222 - Watchman Extra Days Allowance	3,780
2111238 - Overtime Allowance	3,240
2111243 - Transfer Grants	72,000
2111248 - Special Allowance/Honorarium	31,500
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	3,819,630
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	3,819,630
00202 - Institutional Development	3,819,630
00202003 - Records Management	3,819,630



2025 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

<i>No Aligned Project</i>	3,819,630
<i>002005 - Management of Public Records</i>	<i>3,819,630</i>
22101 - Materials and Office Consumables	865,659
2210101 - Printed Material and Stationery	589,751
2210103 - Refreshment Items	9,248
2210106 - Oils and Lubricants	168,000
2210111 - Other Office Materials and Consumables	98,660
22102 - Utilities	40,825
2210201 - Electricity charges	40,825
22103 - General Cleaning	10,565
2210301 - Cleaning Materials	965
2210302 - Contract Cleaning Service Charges	9,600
22104 - Rentals/Lease	286,905
2210404 - Hotel Accommodations	286,905
22105 - Travel and Transport	991,754
2210502 - Maintenance and Repairs - Official Vehicles	68,041
2210503 - Fuel and Lubricants - Official Vehicles	16,887
2210509 - Other Travel and Transportation	796,774
2210511 - Local Travel Cost	110,052
22106 - Repairs and Maintenance	254,155
2210606 - Maintenance of General Equipment	164,103
2210623 - Maintenance of Office Equipment	90,052
22107 - Training, Seminar and Conference Cost	1,100,562
2210708 - Refreshments	117,442



2025 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	940,594
2210710 - Staff Development	42,526
22111 - Other Charges and Fees	20,000
2211101 - Bank Charges	500
2211110 - Medical Claims- Services	4,500
2211111 - Medical Claims- Medicines	15,000
22113 - Insurance Premium	33,015
2211304 - Insurance of Vehicles	33,015
31122 - Other machinery and equipment	80,000
3112208 - Computers and Accessories	60,000
3112212 - Air Condition	20,000
31131 - Infrastructure Assets	136,191
3113108 - Furniture and Fittings	96,191
3113110 - Water Systems	40,000



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00209 - Institute of Technical Supervision
Organisation: 0020901001 - Headquarters-General Administration
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - UnSpecified Location

0020901001 - Headquarters-General Administration	1,730,093
11001 - Central GoG & CF	1,488,853
Unspecified Policy	1,488,853
00203 - Human Resource Management	1,488,853
00203002 - Training and Development	1,488,853
No Aligned Project	1,488,853
Unspecified Operations	1,488,853
2111001 - Established Post	1,488,853
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	241,240
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	241,240
00201 - Management and Administration	241,240
00201000 - Management and Administration	241,240
No Aligned Project	241,240
085101 - Internal management of the organisation	213,740
22101 - Materials and Office Consumables	45,000
2210101 - Printed Material and Stationery	15,000
2210103 - Refreshment Items	10,000
2210111 - Other Office Materials and Consumables	20,000
22102 - Utilities	26,500
2210201 - Electricity charges	10,000
2210202 - Water	10,000
2210203 - Telecommunications	6,000
2210207 - Fire Fighting Accessories	500
22103 - General Cleaning	18,000
2210301 - Cleaning Materials	18,000
22105 - Travel and Transport	43,000



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00209 - Institute of Technical Supervision

Organisation: 0020901001 - Headquarters-General Administration

Government Function: 00000 - Unspecified Gov. Function

Location: 0000000 - UnSpecified Location

2210502 - Maintenance and Repairs - Official Vehicles	7,000
2210503 - Fuel and Lubricants - Official Vehicles	10,000
2210505 - Running Cost - Official Vehicles	6,000
2210509 - Other Travel and Transportation	10,000
2210511 - Local Travel Cost	10,000
22106 - Repairs and Maintenance	14,000
2210603 - Repairs of Office Buildings	4,000
2210604 - Maintenance of Furniture and Fixtures	5,000
2210606 - Maintenance of General Equipment	5,000
22107 - Training, Seminar and Conference Cost	67,240
2210704 - Hire of Venue	10,721
2210709 - Seminars/Conferences/Workshops - Domestic	56,519
<i>085206 - Manpower Skills Development</i>	<i>27,500</i>
22107 - Training, Seminar and Conference Cost	27,500
2210702 - Seminars/Conferences/Workshops/Meetings Expenses -Foreig	27,500



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00210 - Government Secretariat School-Parent
Organisation: 0021001001 - General Administration
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

0021001001 - General Administration	4,985,181
11001 - Central GoG & CF	3,424,331
Unspecified Policy	3,424,331
00203 - Human Resource Management	3,424,331
00203002 - Training and Development	3,424,331
No Aligned Project	3,424,331
Unspecified Operations	3,424,331
2111001 - Established Post	3,345,054
21112 - Other Allowances	79,276
2111203 - Car Maintenance Allowance	5,670
2111213 - Watchman Allowance	6,411
2111222 - Watchman Extra Days Allowance	7,560
2111227 - Clothing Allowance	3,744
2111233 - Entertainment Allowance	3,744
2111234 - Fuel Allowance	19,609
2111236 - Housing Subsidy/Allowance	20,344
2111245 - Domestic Servants Allowance	7,874
2111247 - Utility Allowance	4,320
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	1,560,850
150702 - 16.8: Broaden & strengthen particon of DCs & insts of glo govnce	45,853
00201 - Management and Administration	45,853
00201000 - Management and Administration	45,853
No Aligned Project	45,853
086102 - Computer hardwares and accessories	45,853



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00210 - Government Secretariat School-Parent
Organisation: 0021001001 - General Administration
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

31122 - Other machinery and equipment	45,853
3112208 - Computers and Accessories	45,853
420101 - 16.6 Dev. effect. acetable & transparent insts at all levels	183,411
00201 - Management and Administration	183,411
00201000 - Management and Administration	183,411
<i>No Aligned Project</i>	183,411
<i>085101 - Internal management of the organisation</i>	183,411
22107 - Training, Seminar and Conference Cost	183,411
2210709 - Seminars/Conferences/Workshops - Dome	183,411
430102 - 16.7 ens responsive, incl & rep dec-mkg at all lev	1,331,586
00203 - Human Resource Management	1,331,586
00203002 - Training and Development	1,331,586
<i>No Aligned Project</i>	1,331,586
<i>085101 - Internal management of the organisation</i>	1,331,586
22101 - Materials and Office Consumables	250,000
2210101 - Printed Material and Stationery	200,000
2210102 - Office Facilities, Supplies and Accessories	20,000
2210111 - Other Office Materials and Consumables	30,000
22102 - Utilities	142,000
2210201 - Electricity charges	80,000
2210202 - Water	40,000
2210203 - Telecommunications	8,000
2210204 - Postal Charges	6,000
2210205 - Sanitation Charges	8,000



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00210 - Government Secretariat School-Parent
Organisation: 0021001001 - General Administration
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - Unspecified Location

22103 - General Cleaning	30,000
2210301 - Cleaning Materials	30,000
22105 - Travel and Transport	90,000
2210509 - Other Travel and Transportation	30,000
2210511 - Local Travel Cost	20,000
2210514 - Foreign Travel- Per Diem	20,000
2210515 - Foreign Travel Cost and Expenses	20,000
22106 - Repairs and Maintenance	130,000
2210603 - Repairs of Office Buildings	100,000
2210623 - Maintenance of Office Equipment	30,000
22107 - Training, Seminar and Conference Cost	423,269
2210709 - Seminars/Conferences/Workshops - Dome	403,269
2210710 - Staff Development	20,000
31112 - Non-Residential Buildings	100,000
3111204 - Office Buildings	100,000
31122 - Other machinery and equipment	130,000
3112208 - Computers and Accessories	90,000
3112211 - Office Equipment	40,000
31131 - Infrastructure Assets	36,317
3113108 - Furniture and Fittings	36,317



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00211 - Civil Service Training Centre-Parent
Organisation: 0021101001 - General Administration
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - UnSpecified Location

0021101001 - General Administration	5,312,850
11001 - Central GoG & CF	2,339,930
Unspecified Policy	2,339,930
00203 - Human Resource Management	2,339,930
00203002 - Training and Development	2,339,930
No Aligned Project	2,339,930
Unspecified Operations	2,339,930
2111001 - Established Post	2,101,405
21112 - Other Allowances	238,525
2111203 - Car Maintenance Allowance	24,570
2111213 - Watchman Allowance	12,836
2111222 - Watchman Extra Days Allowance	62,726
2111227 - Clothing Allowance	10,485
2111233 - Entertainment Allowance	11,813
2111234 - Fuel Allowance	39,213
2111236 - Housing Subsidy/Allowance	43,548
2111245 - Domestic Servants Allowance	22,044
2111247 - Utility Allowance	11,290
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	2,972,920
150701 - 3.7 Promote good corporate governance	2,349,184
00203 - Human Resource Management	2,349,184
00203002 - Training and Development	2,349,184
No Aligned Project	2,349,184
002001 - Executive Support Services	2,349,184



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00211 - Civil Service Training Centre-Parent
Organisation: 0021101001 - General Administration
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - UnSpecified Location

22101 - Materials and Office Consumables	410,000
2210101 - Printed Material and Stationery	90,000
2210113 - Feeding Cost	320,000
22102 - Utilities	287,629
2210201 - Electricity charges	130,000
2210202 - Water	70,000
2210203 - Telecommunications	87,629
22103 - General Cleaning	98,000
2210301 - Cleaning Materials	98,000
22105 - Travel and Transport	190,450
2210502 - Maintenance and Repairs - Official Vehicles	50,000
2210505 - Running Cost - Official Vehicles	110,450
2210514 - Foreign Travel- Per Diem	30,000
22106 - Repairs and Maintenance	140,000
2210603 - Repairs of Office Buildings	140,000
22107 - Training, Seminar and Conference Cost	604,622
2210701 - Training Materials	40,000
2210709 - Seminars/Conferences/Workshops - Dome	500,820
2210710 - Staff Development	63,802
31112 - Non-Residential Buildings	120,000
3111204 - Office Buildings	120,000
31122 - Other machinery and equipment	450,000
3112211 - Office Equipment	450,000
31131 - Infrastructure Assets	48,483



2025 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00211 - Civil Service Training Centre-Parent
Organisation: 0021101001 - General Administration
Government Function: 00000 - Unspecified Gov. Function
Location: 0000000 - UnSpecified Location

3113108 - Furniture and Fittings	48,483
150702 - 16.8: Broaden & strengthen particon of DCs & insts of glo govnce	124,747
00201 - Management and Administration	124,747
00201000 - Management and Administration	124,747
<i>No Aligned Project</i>	124,747
<i>086102 - Computer hardwares and accessories</i>	124,747
31122 - Other machinery and equipment	124,747
3112208 - Computers and Accessories	124,747
420101 - 16.6 Dev. effect. acctable & transparent insts at all levels	498,989
00201 - Management and Administration	498,989
00201000 - Management and Administration	498,989
<i>No Aligned Project</i>	498,989
<i>085101 - Internal management of the organisation</i>	498,989
22107 - Training, Seminar and Conference Cost	498,989
2210709 - Seminars/Conferences/Workshops - Dome	498,989