

MEDIUM TERM EXPENDITURE FRAMEWORK (MTEF) FOR 2025-2028



**OFFICE OF THE
HEAD OF THE
CIVIL SERVICE**



**PROGRAMME BASED
BUDGET ESTIMATES
FOR 2025**

THEME: Resetting The Economy For The Ghana We Want

OFFICE OF THE HEAD OF THE CIVIL SERVICE



The OHCS MTEF PBB for 2025 is also available on the internet at: www.mofep.gov.gh



Table of Contents

| | |
|--|-----------|
| PART A: STRATEGIC OVERVIEW OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE | 4 |
| 1. POLICY OBJECTIVES OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE | 4 |
| 2. STRATEGIC DIRECTION FOR THE OFFICE OF THE HEAD OF THE CIVIL SERVICE | 4 |
| 3. GOAL OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE..... | 4 |
| 4. CORE FUNCTIONS OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE | 4 |
| 5. MEDIUM TERM EXPENDITURE TREND..... | 6 |
| 6. SUMMARY OF KEY ACHIEVEMENTS IN 2024..... | 8 |
| PART B: BUDGET PROGRAMME SUMMARY | 16 |
| PROGRAMME 1: MANAGEMENT AND ADMINISTRATION..... | 16 |
| PROGRAMME 2: INSTITUTIONAL DEVELOPMENT | 19 |
| PROGRAMME 3: HUMAN RESOURCE DEVELOPMENT | 27 |



1.5. Appropriation Bill

Summary of Expenditure by Sub-Programme, Economic Item and Funding

Entity: 002 - Office of the Head of Civil Service
Year: 2025 | Currency: Ghana Cedi (GHS)
Full Year Budget

| | GoG | | | | IGF | | | | Funds / Others | | | Donors | | | Grand Total |
|--|---------------------------|--------------------|---------------------------|------------|---------------------------|--------------------|---------------------------|-----------|----------------|------|--------|--------------------|---------------------------|-------|-------------|
| | Compensation of employees | Goods and Services | 31 - Non financial assets | Total | Compensation of employees | Goods and Services | 31 - Non financial assets | Total | Statutory | ABFA | Others | Goods and Services | 31 - Non financial assets | Total | |
| 00201 - Management and Administration | 17,507,481 | 3,247,146 | 4,662,000 | 25,416,626 | | 923,640 | 170,600 | 1,094,240 | | | | | | | 26,510,866 |
| 00201000 - Management and Administration | 17,507,481 | 3,247,146 | 4,662,000 | 25,416,626 | | 923,640 | 170,600 | 1,094,240 | | | | | | | 26,510,866 |
| 00202 - Institutional Development | 27,215,828 | 1,648,367 | 338,000 | 29,202,195 | | 3,816,289 | 216,191 | 4,032,480 | | | | | | | 33,234,675 |
| 00202002 - Institutional Strengthening | 3,586,509 | 507,190 | 100,000 | 4,193,699 | | 212,850 | | 212,850 | | | | | | | 4,406,549 |
| 00202003 - Records Management | 6,559,758 | 633,988 | 138,000 | 7,331,746 | | 3,603,439 | 216,191 | 3,819,630 | | | | | | | 11,151,376 |
| 00202004 - Procurement Management | 17,069,561 | 507,190 | 100,000 | 17,676,751 | | | | | | | | | | | 17,676,751 |
| 00203 - Human Resource Management | 11,434,127 | 1,444,358 | | 12,878,485 | | 2,795,970 | 884,800 | 3,680,770 | | | | | | | 16,559,255 |
| 00203001 - Recruitment and Promotions | 1,069,573 | 1,164,528 | | 2,234,100 | | | | | | | | | | | 2,234,100 |
| 00203002 - Training and Development | 7,823,936 | 93,277 | | 7,917,212 | | 2,795,970 | 884,800 | 3,680,770 | | | | | | | 11,597,982 |
| 00203003 - Performance Management | 1,355,806 | 93,277 | | 1,449,083 | | | | | | | | | | | 1,449,083 |
| 00203004 - Information Management | 1,184,813 | 93,277 | | 1,278,090 | | | | | | | | | | | 1,278,090 |
| Grand Total | 56,157,436 | 6,339,871 | 5,000,000 | 67,497,307 | | 7,535,899 | 1,271,591 | 8,807,490 | | | | | | | 76,304,797 |

PART A: STRATEGIC OVERVIEW OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE

1. POLICY OBJECTIVES OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE

The adopted Goal from the National Medium Term Development Policy Framework (NMTDPF) 2022 – 2025 and the Sustainable Development Goal that provides a strategic overview for the Office of the Head of the Civil Service (OHCS) Programme Based-Budgeting are:

- NMTDPF 2022-2025: Maintain a stable, united and safe Country; and
- SDG 16: Peace, Justice and Strong institutions.

2. STRATEGIC DIRECTION FOR THE OFFICE OF THE HEAD OF THE CIVIL SERVICE

OHCS in line with the NMTDP 2022 – 2025 and SDG 16 strategically aims at achieving:

- A digitised Civil Service.
- Improved records management and administrative systems.
- Improved performance management and reporting; and
- A well-regulated and motivated Civil Service.

3. GOAL OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE

To have the human resources and institutional capacity to formulate, implement, monitor and evaluate policies for national development, as well as the ability to effectively and efficiently provide timely and satisfactory services to all its stakeholders.

4. CORE FUNCTIONS OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE

The core functions of OHCS are to:

- Formulate/review the HRM related policies, guidelines, standards and programmes for the Service and facilitate their implementation.
- Monitor and coordinate all Human Resource Management related programmes in Ministries and Departments to ensure uniformity in the application of rules and adherence to standards;
- Develop and ensure the implementation of a robust performance management system for the Civil Service.
- Develop and facilitate the conduct of systematic, competency-based training for the acquisition of skills consistent with the needs of the Service;
- Exercise oversight responsibility for the management of Civil Service Training Institutions;
- Develop records management policies and standards for records keeping in public institutions.
- Monitor and restructure the records management system and train staff in line with international best practices.



- Provide requisite environment for the storage, retrieval and use of archival materials;
- Design and institutionalise structures and systems to facilitate effective and efficient delivery of public procurement and Supply Chain management processes in the Civil Service;
- Develop/review standard operating procedures to guide procurement and supply chain managers; and
- Develop and monitor composite annual procurement plan for the Civil Service.

Table 1: Policy outcome indicators and targets

| Outcome Indicator Description | Unit of Measurement | Baseline | | Latest Status | | Target | |
|---|---|----------|---|---------------|---|--------|--|
| | | Year | Value | Year | Value | Year | Value |
| Established Legal Framework for the Ghana Civil Service | Review of the Civil Service Act 1993, PNDC law 327 and Regulations 1960 | 2023 | Draft Completed and submitted to OAGMoJ | 2024 | Draft Bill Resubmitted to Cabinet for Approval through MELR/Min. of Labour, Jobs and Employment | 2025 | Trigger the review process by submitting a draft Bill to the AG. |
| Improved service delivery | Percentage of Ministries & Departments complying with 50% and above of the service delivery standards | 2023 | 52.6% | 2024 | 72.4% | 2025 | 80% |
| | Proportion of Civil Service Institutions with approved Client Service Charter | 2023 | 20% | 2024 | 53.2% | 2025 | 55% |
| | Proportion of Civil Service Institutions with approved Institutional Operational Manual | 2023 | 52.6% | 2024 | 52.6% | 2025 | 70% |
| Improved Staff Performance in the Civil Service | Percentage of Chief Directors attaining the “excellent” rating in the evaluation of Performance Agreement | 2023 | 40 % | 2024 | Yet to be determined | 2025 | 65% |
| | Percentage of Directors/HoDs attaining the “excellent” rating in the evaluation of Performance Agreement | 2023 | 21% | 2024 | Yet to be determined | 2025 | 30% |
| | Compliance rate of Eligible Officers to the Electronic Staff Performance Appraisal (E-SPAR) service wide | 2023 | 86% | 2024 | 88% | 2025 | 95% |

Results from the evaluation of CDs and Directors/HoDs will be ascertained by the end of the first quarter of 2025



5. MEDIUM TERM EXPENDITURE TREND

In the year 2021, the Office was allocated a budget of GH¢ 33,173,838.00. This consisted of GH¢ 29,998,720.00 as GoG funds and GH¢ 3,175,118.00 as IGF. The GoG funding allocation included GH¢ 21,357,785.00 for Employee Compensation, GH¢ 7,490,935.00 for the use of Goods and Services of which GH¢ 4,000,000.00 was for the Promotion, Recruitment and Training programme, and GH¢ 1,150,000.00 for Capital Expenditure (CAPEX). Additionally, the IGF allocation comprised of GH¢ 2,418,745.00 for Goods and Services, along with GH¢ 756,373.00 earmarked for Capital Expenditure (CAPEX).

By the end of 2021, the total expenditure amounted to GH¢ 34,553,450.40, with GH¢ 31,818,681.15 funded by GoG and GH¢ 2,734,769.25 for IGF. Of the GoG expenditure, GH¢ 23,177,813.66 was allocated to Compensation of Employees, GH¢ 7,490,925.45 to Goods and Services, and GH¢ 1,149,942.04 for Capital Expenditure (CAPEX). For IGF, GH¢ 1,930,503.73 was expended on Goods and Services, while GH¢ 804,265.52 was expended on Capital Expenditure (CAPEX). The excess GoG expenditure was as a result of the unavailability of vacancies on the HRMIS, therefore, some newly recruited Staff for other Ministries had to be hosted on the OHCS payroll until vacancies were created for them to be moved to their organisations' payroll. This caused actual payment of Compensation of employees to exceed the Budget.

For the year 2022, the Office received an approved budget of GH¢ 45,333,000.00, consisting of GH¢ 30,471,000.00 for GoG, GH¢ 8,376,000.00 for IGF, and GH¢ 6,486,000.00 for Development Partners (DP). Following a 30% budget reduction, the revised budget for OHCS was adjusted to GH¢ 42,971,203.80. This revised budget included GH¢ 28,109,203.80 for GoG, which was allocated as follows: GH¢ 23,222,000.00 for Compensation of Employees, GH¢ 4,413,203.80 for the use of Goods and Services out of which GH¢ 2,880,000.00 was for the Promotion, Recruitment and Training programme, and GH¢ 474,000.00 for Capital Expenditure (CAPEX). The IGF allocation totalled GH¢ 8,376,600.00, with GH¢ 6,612,000.00 for the use of Goods and Services and GH¢ 1,764,000.00 for CAPEX. Additionally, GH¢ 6,486,000.00 was allocated for DP funds.

At the close of 2022, total expenditure amounted to GH¢ 36,005,503.36, with GH¢ 32,390,769.27 sourced from GoG funds and GH¢ 3,614,734.09 from IGF. The GoG expenditure breakdown included GH¢ 26,532,743.42 for Compensation of Employees, GH¢ 5,802,675.85 for the use of Goods and Services, and GH¢ 55,350.00 for Capital Expenditure (CAPEX). For the IGF allocation, GH¢ 3,274,439.89 was spent on Goods and Services, and GH¢ 340,294.20 was allocated to Capital Expenditure (CAPEX).

The approved budget for OHCS in 2023 was GH¢ 50,268,957.85, which included GH¢ 29,178,520.00 from GoG, GH¢ 5,290,437.85 from IGF and GH¢ 15,800,000.00 from Development Partners (DP). Following the mid-year review, the budget was revised to GH¢ 65,357,528.16, with GH¢ 41,891,893.00 allocated from GoG, GH¢ 7,665,635.16 from IGF, and GH¢ 15,800,000.00 from DP funds. The revised GoG budget allocation included GH¢ 37,328,693.00 for employee compensation, GH¢ 4,266,600.00 for the use of goods and services out of which GH¢ 3,300,000.00 was for the Promotion, Recruitment and Training programme and



GH¢ 296,600.00 earmarked for CAPEX. Additionally, the IGF budget comprised GH¢ 6,038,409.62 allocated for the use of goods and services, with GH¢ 1,627,225.54 allocated for CAPEX.

At the end of the year 2023, the total expenditure for GoG amounted to GH¢ 41,211,854.36. This is made of GH¢ 37,032,695.98 for employee compensation, GH¢ 4,158,498.99 for the use of goods and services and GH¢ 20,659.39 for CAPEX. For IGF, the total expenditure was 3,122,045.97, consisting of GH¢ 2,706,762.22 for the use of goods and services and GH¢ 415,283.75 for CAPEX.

In 2024, the OHCS was allocated a total budget of GH¢ 58,415,102.00, which included GH¢ 49,211,627.00 from GoG funds and GH¢ 9,203,475.00 from IGF. The GoG allocation was allotted into GH¢ 35,041,715.00 for employee compensation, GH¢ 7,169,912.00 for goods and services out of which GH¢ 4,070,000.00 was for the Promotion, Recruitment and Training programme and GH¢ 7,000,000.00 for CAPEX. The IGF allocation consisted of GH¢ 7,976,084.00 for goods and services and GH¢ 1,227,391.00 for CAPEX. The details are presented in the table below.

Table 2: 2024 Budget Expenditure Performance by Economic Classification

| Expenditure Item | 2024 Approved Budget /Appropriation | Amount Released for 2024 | Actual Expenditure for 2024 | Actual Payments for 2024 | Variance |
|---------------------------|-------------------------------------|--------------------------|-----------------------------|--------------------------|-----------------------|
| Compensation of Employees | | | | | |
| <i>o/w GoG</i> | 35,041,715.00 | 51,759,320.96 | 51,759,320.96 | 51,759,320.96 | -16,717,605.96 |
| <i>IGF</i> | | | | | |
| Use of Goods and Services | | | | | |
| <i>o/w GoG</i> | 7,169,912.00 | 7,169,912.00 | 7,169,912.00 | 7,169,912.00 | 0.00 |
| <i>ABFA</i> | | | | | |
| <i>IGF</i> | 7,976,084.00 | 5,381,418.82 | 4,714,859.56 | 4,714,859.56 | 2,594,665.18 |
| <i>DP Funds</i> | | | | | |
| Capital Expenditure | | | | | |
| <i>o/w GoG</i> | 7,000,000.00 | 6,788,430.00 | 6,718,097.96 | 6,718,097.96 | 211,570.00 |
| <i>ABFA</i> | | | | | |
| <i>IGF</i> | 1,227,391.00 | 597,108.04 | 358,124.64 | 358,124.64 | 630,282.96 |
| <i>DP Funds</i> | | | | | |
| Total | 58,415,102.00 | 71,696,189.82 | 70,720,315.12 | 70,720,315.12 | -13,281,087.82 |

The excess expenditure for CoE could mainly be attributed to the 18% Interim Support Allowance approved by Government

The provisional budget ceiling for OHCS in 2025 is set at GH¢ 76,304,797.00, which is comprised of GH¢ 67,497,307.00 from GoG funding and GH¢ 8,807,490.00 from IGF. The GoG allocation includes GH¢ 56,157,436.00 for employee compensation, GH¢ 6,339,871.00 for goods and services and GH¢ 5,000,000.00 for capital expenditure (CAPEX) The Office did not receive



allocation for the 2025 Promotions/Training/Recruitment programme in 2025. The 2025 IGF budget of GH¢ 8,807,490.00 comprises GH¢ 8,279,128.94 for goods and services and GH¢ 528,361.06 for CAPEX.

6. SUMMARY OF KEY ACHIEVEMENTS IN 2024

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

- ***Production of 2023 Civil Service Annual Performance Report (CSAPR)***

The Head of the Civil Service, in accordance with Section 85 of the Civil Service Act 1993 (PNDCL 327), is mandated to prepare and submit an annual report to the Presidency within the first quarter of each year. This report outlines the operations and performance of the Civil Service in the previous year. For the 2023 Civil Service Annual Performance Report, a comprehensive template was developed and distributed to Sector Ministries, followed by a sensitisation session for schedule officers. The reports submitted by the Sector Ministries were thoroughly reviewed and analysed, culminating in the finalisation of the 2023 Civil Service Annual Performance Report (30 Sector Ministries). The completed report was then formally submitted to the Presidency and relevant stakeholders, with a copy made available on the OHCS website.

- ***Review of Civil Service Act, 1993 (PNDCL 327) and Interim Regulations, 1960, LI 47***

Subsequent to the separation of the Local Government Service from the Civil Service in March 2011, a comprehensive review of the Civil Service Act, 1993 (Act 327) and its Interim Regulations, LI 47 of 1960, commenced in 2022. The draft reviewed Civil Service Act, 1993 (Act 327) and its Interim Regulations, LI 47 of 1960 was completed and submitted to Cabinet through MELR by December 2024. This review was aimed at fully supporting the decentralisation framework and ensuring alignment with current best practices in Public and Civil Service governance and management.

In 2024, the Office provided additional input on the draft Bill, which was then forwarded to the Office of the Attorney General and Ministry of Justice (OAGMoJ) for inclusion. A revised version of the Civil Service Bill, along with a Cabinet Memorandum, was subsequently prepared and submitted to the Ministry of Employment and Labour Relations for review. After receiving feedback from the Hon. Minister of Employment and Labour Relations, the Bill was resubmitted to the OAGMoJ for final revisions. The OAGMoJ finalised the 2024 Bill and Cabinet Memorandum and submitted same to the Ministry of Employment and Labour Relations for onward submission to Cabinet for approval.

- ***Civil Service Staff sensitised on the National Anti-Corruption Action Plan (NACAP)***

As an implementing partner for NACAP, the Office has an agenda of making corruption a high risk, low gain venture. To achieve this, the Office prepared and submitted to the Commission on Human Rights and Administrative Justice (CHRAJ) the 2024 Composite OHCS NACAP Action Plan and the 2023 NACAP annual report. The Office sensitised one hundred and seventy (170) staff on the topics “i) The Role of Technology in Enhancing Transparency in



Work Processes” and “ii) Strengthening Accountability in Ghana’s Civil Service: Strategies for Combating Administrative Malpractices”. The forum was facilitated by Mr. Haruna Mohammed and Ms. Vida Opoku Boakyie from the National Information Technology Agency (NITA) as well as Mr. Stephen Azantilow and Ms. Eugenia Appiah from the Commission on Human Rights and Administrative Justice (CHRAJ). In addition, NACAP is also monitored under the Chief Directors’ Performance Agreement (CDPA) and all thirty (30) Chief Directors completed and submitted their Annual Reports on the implementation of NACAP activities to CHRAJ as expected.

- ***Organisation of 2024 Civil Service Week Celebration and 2023 awards ceremony***

In accordance with Section 88 of the Civil Service Act, 1993 (PNDCL 327), the Office of the Head of the Civil Service is required to establish an awards programme to recognise excellence within the Civil Service. To fulfil this mandate, the OHCS introduced awards for exemplary performance, leveraging the Civil Service Week (CSW) celebration as a platform. This initiative aims to



highlight the vital contribution of Civil Service staff to national development while honouring their commitment and selfless service to the people and citizens of Ghana.

The 2024 Civil Service Week Celebration and 2023 awards ceremony was successfully organised from 24th April to 3rd May 2024 on the theme “***Combating***

threats to sub-regional peace and security: Perspectives of the Civil Service”. The activities for the CSW celebration included Press Launch, Clean-Up Exercise, Inter-Ministerial Tennis, Women Football Tournaments, Thanksgiving Service, among others. The awards ceremony which was scheduled for 3rd May 2024 had the



Minister for National Security – Hon. Albert Kan-Dapaah as the Special Guest of Honour. Dr Albert Antwi-Boasiako (Director-General Cyber Security) and Dr Kwaku Danso (Ag Dean, Faculty of Academic Affairs and Research, KAIPTC) led the Policy Dialogue as part of the 2024 Civil Service Week Celebration. Sector Ministers, Chairman and



members of the Civil Service Council were also present at the awards ceremony. At the end of the awards ceremony, one hundred and thirty-three (133) officers were recognised with the Chief Director for the Ministry of Employment and Labour Relations being adjudged the best performing Chief Director. The breakdown of all the awards are as follows:

- 12 Chief Directors;
- 14 Directors.
- 3 Heads of Department.
- 81 Professional and Sub-professional staff;
- 5 Honorary awards; and
- 18 sponsors were awarded in the Head of the Civil Service Special Awards category.

The Terms of Reference for the 2025 Civil Service Week and 2024 Awards Ceremony has been developed. The processes for the constitution of the 2025 Civil Service Week Planning Committee has also commenced.

BUDGET SUB-PROGRAMME SUMMARY

PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

Budget Sub-Programme 2.1: Institutional Strengthening

The Office processed a total of fourteen (14) requests for the review of the Organisation Manual from sector Ministries/Departments. By year-end, thirteen (13) of these Manuals were successfully validated and one (1) request was completely reviewed with corresponding reports submitted to the respective Institutions. In terms of Client Service Charter reviews, eleven (11) requests were received. Of these, three (3) were fully completed, while eight (8) were validated, and reports were subsequently submitted to the relevant Institutions. Furthermore, the Office completed the validation and submission of reports for all six (6) Institutions that requested Management Reviews.

Sub-Programme 2.2: Records Management

The Office as part of its digitalisation drive, digitised fifty-five thousand, two hundred and fifty-nine (55,259) archival sheets to preserve public records. In addition, eight thousand, five hundred and forty (8,540) boxes of records were disposed-of to create more space for records preservation at the National Records Centre. Records Management systems of thirty-five (35) Institutions were monitored to strengthen their records management. To further preserve public records, five hundred and one (501) sheets and fifteen (15) maps were deacidified by removing harmful acids from the records to prevent or halt deterioration. Finally, five hundred and three (503) files were accessioned to ensure easy retrieval of preserved records.



Sub-Programme 2.3: Procurement Management

As part of measures implemented to substantially reduce corruption in all forms, sixteen (16) Institutions (nine (9) Ministries and seven (7) Departments) were monitored to ensure adherence to the Public Procurement Act, 2003 (Act 663) and Public Procurement Amendment Act, 2016 (Act 914) and to enhance cost-effectiveness. The 2024 Annual Procurement and Supply Chain Management Summit was organised on 8th October 2024 on the theme “*Supply Chain as a Catalyst for Climate Accountability: Strategy as Best Practices*”. Two hundred (200) procurement practitioners participated in the Summit. To support the successful implementation of E-Procurement, key deliverables related to the Ghana Electronic Procurement System (GHANEPS) have been incorporated into the Chief Directors' Performance Agreements. This initiative aims to ensure strict adherence to the System and to promote its effective implementation across the Civil Service.

PROGRAMME 3: HUMAN RESOURCE DEVELOPMENT

Sub-Programme 3.1: Recruitment and Promotions

The 2024 Promotion cycle begun with the Human Resource (HR) Conference held to discuss issues regarding the conduct of the 2024 virtual promotion interviews and to apprise HR Directors with HR trends within the Civil Service. In April 2024, the Office vetted the promotion documents of five thousand eight hundred (5,800) Officers seeking promotion to higher grades. After the vetting, the promotion register was disaggregated into the occupational classes in the Civil Service and training conducted by the various Training Institutions of the Civil Service. Following this, interview panels were constituted, and three thousand seven hundred and sixty-three (3,763) Officers were interviewed from August to December 2024. Again, documents of two hundred and twenty-one (221) Category B Officers were processed to the Public Service Commission. Additionally, three hundred and ten (310) and seventy-four (74) documents of Officers seeking Upgrading and Conversion respectively were received and processed.

To ensure that the Civil Service is adequately staffed with the right skills mix, the Office opened the online registration portal (<https://ohcsgghana.com/>) from 1st March to 31st May 2024 for individuals interested in applying for employment within the Ghana Civil Service. The second phase of the recruitment process was initiated by the Office with the conduct of recruitment examinations on 2nd August 2024. By the end of the process, nine hundred and sixty-seven (967) applicants who successfully passed the interview stage were issued with appointment letters. The detailed breakdown is as follows:

- Controller and Accountant General's Department – 100 Officers
- RTI Officers for Ministry of Information – 25 Officers
- Ministry of Lands and Natural Resources – 10 Officers
- Veterinary Professionals for Ministry of Food and Agriculture – 200 Officers
- Labour Department – 27 Officers
- Office of the President – 46 Officers
- Ministry of Foreign Affairs and Regional Integration – 100 Officers
- Other Civil Service Institutions – 459 Officers



Sub-Programme 3.2: Training and Development

The Training and Development Policy of the Civil Service is to ensure that each employee of the Civil Service receives at least forty (40) hours of formal and functional training each year. As part of measures implemented to achieve this Policy, the Office organised a number of training programmes for the year 2024.

The Office collaborated with the Ghana Scholarship Secretariat and Ritnak Training Institute to provide Leadership and Management Training for selected Officers in the professional and sub-professional cadres across the Civil Service. Two thousand, one hundred and eight (2,108) Officers participated in the training from 21st to 24th May, 2024. Thirty-seven (37) Officers on Directors/Analogous grades were selected for Senior Management Development Course



at the Ghana Institute of Management and Public Administration (GIMPA) from 16th September to 30th October 2024 to ensure continuous professional development of staff at the strategic level.



Ten thousand, seven hundred and twenty-two (10,722) Civil Service Staff were trained in Scheme of Service/Competency Based trainings. Eleven (11) Officers were also trained in Policy formulation and implementation for the year 2024.

Officers who pursue trainings in various disciplines internationally are required to submit a study leave application for approval. For the year 2024, seventy-three (73) study leave requests were received. Out of this

number, fifty-three (53) study leave with pay requests were granted, nineteen (19) study leave without pay approved and one (1) study leave request declined. Additionally, one hundred and seventy-eight (178) notifications for further studies were processed for Officers pursuing training locally. Ten (10) knowledge sharing sessions were organised for beneficiary Officers of the Study Leave Facility to share their acquired experience and knowledge with other Officers in the Civil Service.



Sub-Programme 3.3: Performance Management

In line with Section 7 of the Civil Service Act of 1993 (PNDCL 327), the Head of the Civil Service is mandated to ensure the overall efficiency of the Civil Service. To promote ongoing development in staff performance and enhance service delivery, OHCS annually implements the Performance Management System (PMS) to assess and evaluate the performance of Civil Service staff.

- ***Chief Directors Performance Agreement***

The 2023 Chief Directors Performance Evaluation was conducted from 23rd January to 5th March 2024, and consisted of two key stages: a data verification exercise and one-on-one meetings with Chief Directors (CDs). The data verification exercise, held from 23rd January to 1st February 2024, focused on validating the evidence submitted by CDs to assess their progress in achieving set targets and deliverables. Feedback reports were provided to each CD following this process. Subsequently, from 13th February to 5th March 2024, the evaluation



- 12 CDs were ranked 'Excellent',
- 10 CDs were ranked 'Very Good',
- 5 CDs were ranked 'Good' and
- 3 CDs were ranked 'Satisfactory'

team, led by the Head of the Civil Service, engaged with the CDs and their respective Sector Ministers. These meetings aimed to discuss target achievements and explore opportunities for enhancing the Performance Management System. At the end of the evaluation, thirty (30) CDs were assessed, and their ratings are outlined below.



In 2024, thirty (30) Chief Directors signed Performance Agreements with the Head of the Civil Service and endorsed by Sector Ministers. A mid-year monitoring exercise was conducted to assess their progress towards achieving set targets. At the close of 2024, the performance evaluation process for the year began. The data verification exercise has been completed and one-on-one meetings with the Head of the Civil Service are currently ongoing.



- ***Directors/Analogous Grades and HoDs Agreement***

The performance of Directors/Analogous Grades and Heads of Departments (HoDs) were assessed to evaluate the extent of work accomplished during the year 2023. A total of three hundred and seventeen (317) officers, including twenty-three (23) HoDs and two hundred and ninety-four (294) Directors/Analogous Grades were evaluated. The Officers were ranked as follows:

- Excellent – 66 Officers
- Very Good – 109 Officers
- Good – 66 Officers
- Satisfactory – 40 Officers
- Unsatisfactory – 36 Officers

For the 2024 assessment year, a total of three hundred and sixty-seven (367) officers signed Performance Agreements with their respective Chief Directors. This comprises thirty-three (33) Heads of Departments (HoDs), three hundred and twenty-two (322) Directors/Analogous Grades, and twelve (12) Acting Directors. By the end of December 2024, Chief Directors (CDs) constituted evaluation panels, taking into consideration evaluators accredited by the Head of the Civil Service (HCS), to assess the performance of their Officers. The twenty-eight (28) Ministries that have Officers on the category of Directors/Analogous Grade submitted their 2024 End of year Evaluation report on Heads of Department, Directors/Analogous grades.

- ***Electronic Staff Performance Appraisal System***

Officers below the Directors/Analogous grades (Deputy Directors and below) were also evaluated using the Electronic Staff Performance Appraisal Reporting (E-SPAR) System. The implementation of E-SPAR for 2023 recorded a participation rate of 86%. Out of the 13,415 eligible officers, 11,012 successfully completed the appraisal process. The ratings of the appraised Officers are as follows:

- 3,023 Officers were ranked Excellent.
- 4,317 Officers were ranked Very Good.
- 2,605 Officers were ranked Good.
- 581 Officers were ranked Satisfactory; and
- 486 Officers were ranked Unsatisfactory.

The 2024 End of year phase recorded a participation rate of 88% which signifies an increase from 86% in 2023.



Sub-Programme 3.4: Information Management

The research Directorate of the Office undertook research on the topic, “Assessing Organisational Culture within the Office of the Head of Civil Service, Ghana”. Data collection and interviews for the research commenced on 15th April 2024. The report on the research has been finalised and Management is implementing recommendations. The Office has updated the Smart Workplace system to foster paperless and remote work environment. The features updated include IT Help desk, eLeave and Memo. Three thousand and fifteen (3,015) personnel records of Officers have been updated on the Human Resource (HR) database.





2.6 Budget by Chart of Account

6.0- Programme, Sub-Programme and Natural Account Summary

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|---|-------------------|-------------------|-------------------|-------------------|
| Programmes - Office of the Head of Civil Service | 76,304,797 | 82,490,162 | 82,490,162 | 82,490,162 |
| 00201 - Management and Administration | 26,510,866 | 26,870,309 | 26,870,309 | 26,870,309 |
| 00201000 - Management and Administration | 26,510,866 | 26,870,309 | 26,870,309 | 26,870,309 |
| 21 - Compensation of Employees [GFS] | 17,507,481 | 18,707,890 | 18,707,890 | 18,707,890 |
| 22 - Use of Goods and Services | 4,170,786 | 3,500,419 | 3,500,419 | 3,500,419 |
| 31 - Non financial assets | 4,832,600 | 4,662,000 | 4,662,000 | 4,662,000 |
| 00202 - Institutional Development | 33,234,675 | 37,140,926 | 37,140,926 | 37,140,926 |
| 00202002 - Institutional Strengthening | 4,406,549 | 4,571,676 | 4,571,676 | 4,571,676 |
| 21 - Compensation of Employees [GFS] | 3,586,509 | 3,643,890 | 3,643,890 | 3,643,890 |
| 22 - Use of Goods and Services | 720,040 | 827,786 | 827,786 | 827,786 |
| 31 - Non financial assets | 100,000 | 100,000 | 100,000 | 100,000 |
| 00202003 - Records Management | 11,151,376 | 14,802,001 | 14,802,001 | 14,802,001 |
| 21 - Compensation of Employees [GFS] | 6,559,758 | 6,559,758 | 6,559,758 | 6,559,758 |
| 22 - Use of Goods and Services | 4,237,427 | 7,668,052 | 7,668,052 | 7,668,052 |
| 31 - Non financial assets | 354,191 | 574,191 | 574,191 | 574,191 |
| 00202004 - Procurement Management | 17,676,751 | 17,767,248 | 17,767,248 | 17,767,248 |
| 21 - Compensation of Employees [GFS] | 17,069,561 | 17,069,561 | 17,069,561 | 17,069,561 |
| 22 - Use of Goods and Services | 507,190 | 597,687 | 597,687 | 597,687 |
| 31 - Non financial assets | 100,000 | 100,000 | 100,000 | 100,000 |
| 00203 - Human Resource Management | 16,559,255 | 18,478,927 | 18,478,927 | 18,478,927 |
| 00203001 - Recruitment and Promotions | 2,234,100 | 3,831,014 | 3,831,014 | 3,831,014 |
| 21 - Compensation of Employees [GFS] | 1,069,573 | 1,125,049 | 1,125,049 | 1,125,049 |
| 22 - Use of Goods and Services | 1,164,528 | 2,705,965 | 2,705,965 | 2,705,965 |



2.6 Budget by Chart of Account

6.0- Programme, Sub-Programme and Natural Account Summary

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--|-------------------|-------------------|-------------------|-------------------|
| 00203002 - Training and Development | 11,597,982 | 11,833,270 | 11,833,270 | 11,833,270 |
| 21 - Compensation of Employees [GFS] | 7,823,936 | 8,044,035 | 8,044,035 | 8,044,035 |
| 22 - Use of Goods and Services | 2,889,247 | 2,904,434 | 2,904,434 | 2,904,434 |
| 31 - Non financial assets | 884,800 | 884,800 | 884,800 | 884,800 |
| 00203003 - Performance Management | 1,449,083 | 1,521,367 | 1,521,367 | 1,521,367 |
| 21 - Compensation of Employees [GFS] | 1,355,806 | 1,412,902 | 1,412,902 | 1,412,902 |
| 22 - Use of Goods and Services | 93,277 | 108,464 | 108,464 | 108,464 |
| 00203004 - Information Management | 1,278,090 | 1,293,277 | 1,293,277 | 1,293,277 |
| 21 - Compensation of Employees [GFS] | 1,184,813 | 1,184,813 | 1,184,813 | 1,184,813 |
| 22 - Use of Goods and Services | 93,277 | 108,464 | 108,464 | 108,464 |

PART B: BUDGET PROGRAMME SUMMARY

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

1. Budget Programme Objectives

- Promote and improve the efficiency and effectiveness of performance in the public/civil service
- To ensure the provision of adequate logistics for the smooth running of OHCS Directorates, Departments and Training Schools.
- To coordinate resource mobilisation, improve financial management and timely reporting.

2. Budget Programme Description

The Management and Administration Programme is designed to deliver vital administrative and financial services that support the effective functioning of the OHCS Directorates, Departments, and Schools. It ensures the seamless provision of essential cross-functional services to enable the successful attainment of objectives across all related programmes and sub-programmes. The programme is predominantly carried out by the Finance and Administration Directorate, which is staffed by a team of 73 professionals. It also ensures the management of reform programmes/initiates in the Civil Service.

This programme is being executed by a team of ninety-seven (97) staff from Directorates, Departments and Units including the Finance and Administration Directorate, Reforms Coordinating Unit, Civil Service Council Secretariat, General Services Unit, Internal Audit Unit and the Internal Audit Department

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|---|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| OHCS and its Training Institutions provided Internal audit services | Number of Internal Audit Reports produced | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| HCS meetings with CD's/ Directors Organized | No. of CD's/ Director's meetings | 4 | 1 | 4 | 3 | 4 | 4 | 4 | 4 |



| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|---|------------|--------|--------|--------|------------------------|----------------------------|----------------------------|----------------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| | minutes produced | | | | | | | | |
| Entity Tender Committee meetings organised | Number of Entity Tender Committee meetings organised | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Staff trained in scheme of Service/Competency-based training | Number of staff trained (Scheme of Service/Competency) | 180 | 116 | 180 | 40 | 180 | 180 | 180 | 180 |
| OHCS Records System Digitalised | Percentage of OHCS Records System Digitalised | 100 % | 70% | 90% | 92% | 90% | 100% | 100% | 100% |
| Civil Service Council (CSC) meetings organised | Number of Civil Service Council Meetings organised | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Sensitisation of OHCS staff on NACAP | Number of staff sensitised on NACAP | 150 | 150 | 150 | 170 | 150 | 200 | 200 | 200 |
| Recognition and awards for excellent performance in the Civil Service | Number of Civil Service Staff Awarded | 200 | 160 | 200 | 133 | 140 | 150 | 150 | 150 |
| Production of Annual Civil Service Report | No. of Civil Service Annual Performance Reports Printed and Distributed | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| Evaluation of Performance for awards | No. of Committee meetings organised for rewarding deserving civil service staff | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Applications for Contracts received and processed | No. of applications received and processed | 45 | 33 | 10 | 28 | 10 | 10 | 10 | 10 |



4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|---|---|
| Decongest and Digitalise the Records System in OHCS | Procure Vehicles for OHCS and all Departments |
| Production of Annual Performance Report | Install disability friendly access |
| Organisation of Civil Service Week | Refurbish OHCS/Annex Building |
| Implementation and reporting of NACAP activities | Procure computers and Accessories |
| Review of Civil Service Act and other documents and coordination of decentralisation activities | |





2.6 Budget by Chart of Account

6.0- Programme, Sub-Programme and Natural Account Summary

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--|-------------------|-------------------|-------------------|-------------------|
| 00201 - Management and Administration | 26,510,866 | 26,870,309 | 26,870,309 | 26,870,309 |
| 00201000 - Management and Administration | 26,510,866 | 26,870,309 | 26,870,309 | 26,870,309 |
| 21 - Compensation of Employees [GFS] | 17,507,481 | 18,707,890 | 18,707,890 | 18,707,890 |
| 22 - Use of Goods and Services | 4,170,786 | 3,500,419 | 3,500,419 | 3,500,419 |
| 31 - Non financial assets | 4,832,600 | 4,662,000 | 4,662,000 | 4,662,000 |

PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

1. Budget Programme Objectives

- Rationalise and define structures, roles and procedures for state institutions
- Improve transparency and public access to public information
- Promote and improve the efficiency and effectiveness of performance in the public/civil service

2. Budget Programme Description

This programme is designed to enhance the effectiveness, performance, and service delivery of Ministries, Departments and Agencies (MDAs), quasi-government entities, and public corporations. In addition, the programme guarantees the efficient management of record systems within public institutions and establishes procedures to safeguard public records and archives. Through the implementation of advanced systems, strategic planning, and programmes designed to standardize procurement and supply chain management practices across the Civil Service, it ensures the efficient, effective, and cost-efficient administration of the government's non-pay expenditures.

The programme is being executed by the Management Services Department (MSD), the Public Records and Archives Administration Department (PRAAD) and the Procurement and Supply Chain Management Directorate (PSCMD) under the three sub-programmes within this programme: Procurement Management, Records Management, and Institutional Strengthening with a collective team of three hundred and ninety-eight (398) officers overseeing its implementation.





2.6 Budget by Chart of Account

6.0- Programme, Sub-Programme and Natural Account Summary

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|---|-------------------|-------------------|-------------------|-------------------|
| 00202 - Institutional Development | 33,234,675 | 37,140,926 | 37,140,926 | 37,140,926 |
| 00202002 - Institutional Strengthening | 4,406,549 | 4,571,676 | 4,571,676 | 4,571,676 |
| 21 - Compensation of Employees [GFS] | 3,586,509 | 3,643,890 | 3,643,890 | 3,643,890 |
| 22 - Use of Goods and Services | 720,040 | 827,786 | 827,786 | 827,786 |
| 31 - Non financial assets | 100,000 | 100,000 | 100,000 | 100,000 |
| 00202003 - Records Management | 11,151,376 | 14,802,001 | 14,802,001 | 14,802,001 |
| 21 - Compensation of Employees [GFS] | 6,559,758 | 6,559,758 | 6,559,758 | 6,559,758 |
| 22 - Use of Goods and Services | 4,237,427 | 7,668,052 | 7,668,052 | 7,668,052 |
| 31 - Non financial assets | 354,191 | 574,191 | 574,191 | 574,191 |
| 00202004 - Procurement Management | 17,676,751 | 17,767,248 | 17,767,248 | 17,767,248 |
| 21 - Compensation of Employees [GFS] | 17,069,561 | 17,069,561 | 17,069,561 | 17,069,561 |
| 22 - Use of Goods and Services | 507,190 | 597,687 | 597,687 | 597,687 |
| 31 - Non financial assets | 100,000 | 100,000 | 100,000 | 100,000 |

PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

SUB-PROGRAMME 2.1: INSTITUTIONAL STRENGTHENING

1. Budget Sub-Programme Objective

- Rationalise and define structures, roles and procedures for state institutions.

2. Budget Sub-Programme Description

This sub-programme is funded through the Government of Ghana (GoG) and Internally Generated Funds (IGF) and managed by the Management Services Department (MSD), which employs a team of fifty (50) officers.

To ensure that public sector organisations are effectively structured and have optimised their work processes for improved service delivery, MSD offers management consulting services. These are achieved by:

- Realigning functions and improving service delivery of MDAs
- Reviewing work standards and business processes
- Facilitating the setting of service standards
- Conducting management reviews
- Providing technical assistance for manpower/human resource audit reviews
- Conducting job inspection exercise
- Undertaking job analysis and evaluation

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---------------------|--|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Management Review | Management Review report(s) produced | 7 | 5 | 7 | 6 | 15 | 10 | 10 | 10 |
| Establishment Level | Establishment Level report(s) produced | 7 | 3 | 5 | 1 | 15 | 10 | 10 | 10 |
| Organisation Manual | Organisational Manual | 7 | 11 | 7 | 14 | 15 | 10 | 10 | 10 |



| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|----------------------------|---|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| | Report(s) Produced | | | | | | | | |
| Scheme of Service | Scheme of Service Report(s) produced | 2 | 23 | 6 | 4 | 6 | 10 | 10 | 10 |
| Clients Service Charter | Client Service Charter report(s) produced | 6 | 4 | 10 | 11 | 15 | 10 | 10 | 10 |
| Staff Capacity development | Number of staff trained | 8 | - | 50 | 56 | 48 | 48 | 48 | 48 |

4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|--|-----------------------------------|
| Develop, review and finalise schemes of service for M&Ds | Procure Office furniture |
| Develop Capacity of staff | Procure Computers and Accessories |
| Publicise the role of MSD in Public Sector Improvement and expansion | |
| Develop work processes for M&Ds | |
| Develop, review and finalise organisational manuals for M&Ds | |
| Develop Establishment Levels for M&Ds | |



PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

SUB-PROGRAMME 2.2: RECORDS MANAGEMENT

1. Budget Sub-Programme Objectives

- Improve transparency and public access to public information.

2. Budget Sub-Programme Description

This sub-programme is funded by the Government of Ghana (GoG) and Internally Generated Funds (IGF) and is managed by the Public Records and Archives Administration Department (PRAAD), which employs one hundred and sixty (160) officers. PRAAD is also responsible for ensuring that all Civil Service institutions manage their records in a proper and efficient manner. These are achieved by:

- Establishing and implementing procedures for the timely disposal of public records of no continuing value
- Advising on best practices and establish national standards in records keeping in the Civil and Public Services
- Establishing and implementing procedures for the transfer of public records of permanent value for preservation in the national archives or other archival repository as may be designated under the Public Records and Archives Administration Act, 1997 (Act 535).

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|--|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Review/Development of Classification Systems for MDAs. | Number of classification system for MDAs developed. | 4 | 2 | 5 | 5 | 5 | 4 | 6 | 7 |
| Decongest Records Offices of MDAs and Record Offices of decentralised organisations | Number of Records Offices of MDAs and Record Offices of decentralised organisations decongested. | 3 | 3 | 15 | 4 | 15 | 18 | 15 | 20 |



| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|--|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Undertake monitoring/assessment of Records Offices of Public Institutions | Number of Records Offices of Public Institutions monitored/assessed. | 30 | 30 | 20 | 35 | 20 | 15 | 15 | 40 |
| Dispose boxes of scheduled records | Number of boxes disposed. | 3000 | 6,232 | 2,600 | 8,540 | 2,500 | 2,600 | 2,500 | 2,700 |
| Bind volumes of newspapers | Number of volumes of newspapers bonded | 85 | 50 | 85 | - | 80 | 70 | 75 | 70 |
| Finding Aids for the Search room | Number of Finding Aids updated | 5 | 2 | 4 | 4 | 3 | 5 | 5 | 5 |
| Archival Sheets Digitised | Number of Archival Sheets Digitised | 47,850 | 45,000 | 50,000 | 55,000 | 50,000 | 50,000 | 55,000 | 55,000 |

4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|--|---|
| Restructuring of Dysfunctional Records Management System | Development of Records Management Policy Document |
| Training and Sensitisation of Records Officers and Non-Records officers in Records Management | Renovation of PRAAD office |
| Monitoring/Assessment of Records Management systems of public institutions | Procurement of computer and accessories |
| Providing access to Historical Information (Archive Services) | |
| Transfer of Semi Current Records to the National Records Centre for further Retention | |
| Training of Officers under the Market Operators captured under the Anti Money Laundering Act 2020 (1044), Section 32 (7) | |
| Training of Records Officers in MDA's | |



| Operations | Projects |
|---|----------|
| Training of Records Officers in State Own Enterprise (SOE) | |
| Restructuring of Records Management System of Private/Public Institutions | |





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--------------------------------------|------------|------------|------------|------------|
| 00202003 - Records Management | 11,151,376 | 14,802,001 | 14,802,001 | 14,802,001 |
| 21 - Compensation of Employees [GFS] | 6,559,758 | 6,559,758 | 6,559,758 | 6,559,758 |
| 22 - Use of Goods and Services | 4,237,427 | 7,668,052 | 7,668,052 | 7,668,052 |
| 31 - Non financial assets | 354,191 | 574,191 | 574,191 | 574,191 |

PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

SUB-PROGRAMME 2.3: PROCUREMENT MANAGEMENT

1. Budget Sub-Programme Objectives

- Improve performance of Procurement and Supply Chain personnel and promote efficiency and effectiveness of procurement activities in the Civil Service.

2. Budget Sub-Programme Description

The Procurement and Supply Chain Management Department (PSCMD), staffed with one hundred and eighty-eight (188) officers oversees this sub-programme. Funding is by the Government of Ghana (GoG). Its goal is to formulate strategies, plans and initiatives designed to standardise procurement and supply chain management processes across the Civil Service. These are achieved by:

- Implementing/Institutionalising appropriate structures and systems to facilitate efficient, effective and economic delivery of public procurement and Supply Chain management in the Civil Service.
- Developing various options/scenarios available in public Procurement and Supply Chain management to ensure best practices and value for money.
- Ensuring the development of annual procurement plans from the various institutions to be aggregated to form one major plan for the Civil Service institutions to enable collaboration.

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|---|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| M&Ds monitored on productivity and service delivery in Procurement activities | Number of M & Ds monitored on productivity and service delivery in Procurement activities | 30 | 24 | 30 | 16 | 35 | 40 | 45 | 50 |
| PSCM professionals trained | Number of PSCM | 153 | 150 | 170 | 13 | 180 | 250 | 300 | 400 |



| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|--|--|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| | professionals trained | | | | | | | | |
| Annual PSCM Summit organised with stakeholders | Number of officers participating in Annual PSCM Summit | 150 | 150 | 200 | 200 | 300 | 350 | 400 | 450 |

4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|--|--|
| Develop an Updated Electronic Database of HR Records of all PSCM Practitioners in M&Ds | Procurement of Computers and Accessories |
| Monitor and Assess Procurement and Supply Chain Management (PSCM) Activities Ministries and Departments (M&Ds) | |
| Follow-up Visits to Select MDs to Ascertain Level of Implementation of M&E Recommendations | |
| Organise Capacity Building Workshops for PSCM Practitioners | |
| Conduct Survey on Training Needs Assessment (TNA) for Lower-level PSCM Practitioners | |





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--------------------------------------|------------|------------|------------|------------|
| 00202004 - Procurement Management | 17,676,751 | 17,767,248 | 17,767,248 | 17,767,248 |
| 21 - Compensation of Employees [GFS] | 17,069,561 | 17,069,561 | 17,069,561 | 17,069,561 |
| 22 - Use of Goods and Services | 507,190 | 597,687 | 597,687 | 597,687 |
| 31 - Non financial assets | 100,000 | 100,000 | 100,000 | 100,000 |

PROGRAMME 3: HUMAN RESOURCE DEVELOPMENT

1. Budget Programme Objectives

- Enhance supervision and productivity in the public service
- Promote and improve the efficiency and effectiveness of performance in the public/civil service.

2. Budget Programme Description

The programme aims to identify the optimal combination of skills required to effectively implement sector plans, programmes, and projects for rapid national development, while ensuring that Ministries, Departments, and Agencies (MDAs) are properly structured. It enhances public institutions to elevate the quality, efficiency, and responsiveness of the services they deliver.

The Human Resource Development programme is delivered by four (4) directorates: the Planning, Budgeting, Monitoring, and Evaluation Directorate (PBMED), the Career Management Directorate (CMD), the Recruitment, Training, and Development Directorate (RTDD) and the Research, Statistics, and Information Management Directorate (RSIMD), with a total staff of two hundred and forty-three (243). RTDD oversees the three (3) Civil Service Training Institutions: the Civil Service Training Centre (CSTC), the Government Secretarial School (GSS) and the Institute of Technical Supervision (ITS). The programme has four (4) sub-programmes; Recruitment and Promotions, Training and Development, Performance Management and Information Management.





2.6 Budget by Chart of Account

6.0- Programme, Sub-Programme and Natural Account Summary

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--|-------------------|-------------------|-------------------|-------------------|
| 00203 - Human Resource Management | 16,559,255 | 18,478,927 | 18,478,927 | 18,478,927 |
| 00203001 - Recruitment and Promotions | 2,234,100 | 3,831,014 | 3,831,014 | 3,831,014 |
| 21 - Compensation of Employees [GFS] | 1,069,573 | 1,125,049 | 1,125,049 | 1,125,049 |
| 22 - Use of Goods and Services | 1,164,528 | 2,705,965 | 2,705,965 | 2,705,965 |
| 00203002 - Training and Development | 11,597,982 | 11,833,270 | 11,833,270 | 11,833,270 |
| 21 - Compensation of Employees [GFS] | 7,823,936 | 8,044,035 | 8,044,035 | 8,044,035 |
| 22 - Use of Goods and Services | 2,889,247 | 2,904,434 | 2,904,434 | 2,904,434 |
| 31 - Non financial assets | 884,800 | 884,800 | 884,800 | 884,800 |
| 00203003 - Performance Management | 1,449,083 | 1,521,367 | 1,521,367 | 1,521,367 |
| 21 - Compensation of Employees [GFS] | 1,355,806 | 1,412,902 | 1,412,902 | 1,412,902 |
| 22 - Use of Goods and Services | 93,277 | 108,464 | 108,464 | 108,464 |
| 00203004 - Information Management | 1,278,090 | 1,293,277 | 1,293,277 | 1,293,277 |
| 21 - Compensation of Employees [GFS] | 1,184,813 | 1,184,813 | 1,184,813 | 1,184,813 |
| 22 - Use of Goods and Services | 93,277 | 108,464 | 108,464 | 108,464 |

PROGRAMME 3: HUMAN RESOURCE DEVELOPMENT

SUB-PROGRAMME 3.1: RECRUITMENT AND PROMOTIONS

1. Budget Sub-Programme Objective

- Enhance supervision and productivity in the public services
- Improve the responsiveness of the public service in service delivery
- Promote and improve efficiency and effectiveness of performance in the public/civil service

2. Budget Sub-Programme Description

The Career Management Directorate (CMD), staffed by sixteen (16) employees, is responsible for implementing this sub-programme, which is funded through the budgetary allocation from the Government of Ghana (GoG). The sub-programme seeks to:

- Formulate Human Resource policies on recruitment, appointments, postings, promotions, discipline and exiting of staff from the Civil Service.
- Develop, administer, interpret and implement relevant laws and regulations including Administrative Instructions to enhance the efficiency and effectiveness of the Civil Service.

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|--|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Staff recruited and inducted into the civil service | Number of staff recruited into the civil service | 1,700 | 150 | 1,800 | 967 | 2,000 | 2,000 | 2,000 | 2,000 |
| HR facilities processed | No of HR facilities processed | 580 | 580 | 650 | 1,592 | 1,500 | 1,500 | 1,600 | 1,600 |
| Civil Service Staff Promoted | No of Officers promoted | 4,610 | 4,610 | 5,300 | 3,763 | 5,300 | 5,300 | 5,000 | 5,000 |
| Personnel records updated | No of personnel records updated | 3,200 | 3,200 | 4,000 | 3,015 | 4,000 | 4,500 | 4,500 | 4,500 |



4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|---|---|
| Recruitment of Officers into the Civil Service | Refurbish personnel records registry |
| Sensitise and implement new scheme of services | Operationalise real-time use of promotion and HR facilities interface |
| Organise HR fora | Digitise service-wide personnel records |
| Conduct service-wide promotions | |
| Facilitate rational and even deployment of skills within the Civil Service | |
| Operationalise succession plan framework | |
| Conduct monitoring on implementation of scheme of service and other promotion related documents | |
| Onsite vetting of promotion documents at Ministries and Departments | |





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|---------------------------------------|-----------|-----------|-----------|-----------|
| 00203001 - Recruitment and Promotions | 2,234,100 | 3,831,014 | 3,831,014 | 3,831,014 |
| 21 - Compensation of Employees [GFS] | 1,069,573 | 1,125,049 | 1,125,049 | 1,125,049 |
| 22 - Use of Goods and Services | 1,164,528 | 2,705,965 | 2,705,965 | 2,705,965 |

PROGRAMME 3: HUMAN RESOURCE MANAGEMENT

SUB-PROGRAMME 3.2: TRAINING AND DEVELOPMENT

1. Budget Sub-Programme Objectives

- Enhance supervision and productivity in the public services
- Improve the responsiveness of the public service in service delivery
- Promote and improve efficiency and effectiveness of performance in the public/civil service

2. Budget Sub-Programme Description

The Recruitment, Training, and Development Directorate (RTDD), along with the three (3) Civil Service Training Institutions, comprising total staff of one hundred and eighty-eight (188) officers, are the primary implementers of this sub-programme. It is financed through budgetary allocations from the Government of Ghana (GoG), as well as Internally Generated Funds (IGF) from the Training Institutions. The sub-programme seeks to:

- Formulate Human Resource policies on training of staff in the Service.
- Facilitate the conduct of systematic training and skills acquisition consistent with the needs of the Service.

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|--|--|------------|--------|--------|--------|------------------------|----------------------------|----------------------------|----------------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Number of Civil Service staff trained in SOS/Competency Based Service Wide | Civil Service staff trained in SOS/Competency Based Service Wide | 6,000 | 3,637 | 6,500 | 10,722 | 5,000 | 6,500 | 7,000 | 7,500 |
| Number of Officers trained service wide on Policy from Other Institutions (National and International) | Officers trained service wide on Policy from Other Institutions (National and International) | 10 | 4 | 15 | 11 | 10 | 15 | 20 | 25 |
| Number of staff inducted into the civil service | Staff inducted into the civil service | 1,700 | 150 | 1,800 | 967 | 2,000 | 2,000 | 2,000 | 2,000 |



| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|--|--|------------|--------|--------|--------|------------------------|----------------------------|----------------------------|----------------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Number of training impact surveys conducted in the civil service | Training impact surveys conducted in the civil service | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Number of study leave requests granted | Study leave requests granted | 60 | 42 | 70 | 73 | 80 | 90 | 100 | 100 |

4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|--|--|
| Conduct Scheme of Service/Competency based Training Programmes for Civil Service Staff | Strengthen LMS facility for the conduct of assessment exercises |
| Study Leave Administration | Procurement of equipment for establishing a server room |
| Training of Civil Service Staff | Create an E-Library for CSTC |
| Conduct Technical Supervisory Management Course for Technical Supervisory Officers and Competency Base training for all Technical Officers | Construction of Accra hostel kitchen, renovation of Accra hostel, renovation of Sekondi Principal bungalow and construction of Kumasi fence wall |
| Conduct Mandatory Competency Based Assessments | Renovate Administration Office and Old Mechanical Workshop for ITS |
| Evaluate Impact of Training | Refurbishment of block B classroom building into an ultra-modern training and conference room for ITS |





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--------------------------------------|------------|------------|------------|------------|
| 00203002 - Training and Development | 11,597,982 | 11,833,270 | 11,833,270 | 11,833,270 |
| 21 - Compensation of Employees [GFS] | 7,823,936 | 8,044,035 | 8,044,035 | 8,044,035 |
| 22 - Use of Goods and Services | 2,889,247 | 2,904,434 | 2,904,434 | 2,904,434 |
| 31 - Non financial assets | 884,800 | 884,800 | 884,800 | 884,800 |

PROGRAMME 3: HUMAN RESOURCE MANAGEMENT

SUB-PROGRAMME 3.3: PERFORMANCE MANAGEMENT

1. Budget Sub-Programme Objectives:

- Enhance supervision and productivity in the public services
- Improve the responsiveness of the public service in service delivery
- Promote and improve efficiency and effectiveness of performance in the public/civil service

2. Budget Sub-Programme Description

The Planning, Budgeting, Monitoring, and Evaluation Directorate (PBMED), with a team of seventeen (17) officers, is responsible for implementing this sub-programme, which is funded by the Government of Ghana (GoG). The sub-programme seeks to operationalise a Performance Management System for the Civil Service.

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---------------------------------------|---|------------|--------|--------|---------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Chief Directors' Agreements Signed | Number of Chief Directors' signing Performance Agreements | 30 | 30 | 30 | 30 | 25 | 25 | 25 | 25 |
| Chief Directors' Agreements Evaluated | Number of Chief Directors' Agreements Evaluated | 30 | 30 | 30 | Not due | 25 | 25 | 25 | 25 |
| HoDs/Directors Agreements signed | Number of HoDs/Directors Agreements signed | 250 | 221 | 250 | 367 | 250 | 250 | 250 | 250 |
| HoDs/Directors evaluated | Number of HoDs/Directors evaluated | 250 | 317 | 250 | Not due | 250 | 250 | 250 | 250 |
| Civil Servants Appraised using E-SPA | Number of Civil Servants Appraised using E-SPA | 13,000 | 11,012 | 14,000 | 16,667 | 17,500 | 18,000 | 18,500 | 19,000 |



| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|---|------------|--------|--------|--------|------------------|----------------------|----------------------|----------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Ministries complying with 50% and above of the service delivery standards | Number of Ministries complying with 50% and above of the service delivery standards | 25 | 30 | 30 | 23 | 25 | 25 | 25 | 25 |

4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|---|--|
| Implementation of Performance Management: 2024 Chief Directors' Evaluation Signing of 2025 Chief Directors' Agreement Monitoring of 2025 of Chief Directors' Agreement Signing and monitoring of 2025 Directors/HoDs Agreement Analysing and reporting on E-SPAR | Coordinate the expansion of the E-SPA system to cover Heads of Departments and Directors/Analogous |
| Implementation of OHCS SMTDP: Reporting on 2022-2025 OHCS SMTDP Development of 2025-2028 OHCS SMTDP | |
| Implementation of OHCS 2025 Budget | |
| Monitoring compliance of Service Delivery Standards in M&Ds' Service Charters | |





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--------------------------------------|-----------|-----------|-----------|-----------|
| 00203003 - Performance Management | 1,449,083 | 1,521,367 | 1,521,367 | 1,521,367 |
| 21 - Compensation of Employees [GFS] | 1,355,806 | 1,412,902 | 1,412,902 | 1,412,902 |
| 22 - Use of Goods and Services | 93,277 | 108,464 | 108,464 | 108,464 |

PROGRAMME 3: HUMAN RESOURCE MANAGEMENT

SUB-PROGRAMME 3.4: INFORMATION MANAGEMENT

1. Budget Sub-Programme Objectives:

- Enhance supervision and productivity in the public services.
- Promote and improve efficiency and effectiveness of performance in the public/civil service.

2. Budget Sub-Programme Description

The Research, Statistics and Information Management Directorate (RSIMD), staffed by nineteen (19) personnel, is tasked with implementing this sub-programme, which is funded through budgetary allocations from the Government of Ghana (GoG). The sub-programme seeks to:

- Update HR database and upgrade the Information Management System for the Civil Service
- Undertake research on Civil Service issues and periodically maintain the IT equipment of the OHCS.

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Ministry measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Ministry's estimate of future performance.

| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|--|------------|--------|--------|--------|------------------------|----------------------------|----------------------------|----------------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| Conduct research on one emerging issue in the Civil Service | Report on research | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Operationalise the smart workplace system | Number of reports on status of operationalisation | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Update and analyse Civil Service HR data | Number of reports produced on the updates of OHCS HR database (service wide) | 4 | 4 | 4 | 2 | 4 | 4 | 4 | 4 |
| Management of the OHCS Website | Number of reports on the management of | 4 | 4 | 4 | 2 | 4 | 4 | 4 | 4 |



| Main Outputs | Output Indicator | Past Years | | | | Projections | | | |
|---|--|------------|--------|--------|--------|------------------------|----------------------------|----------------------------|----------------------------|
| | | 2023 | | 2024 | | Budget Year 2025 | Indicative Year 2026 | Indicative Year 2027 | Indicative Year 2028 |
| | | Target | Actual | Target | Actual | | | | |
| | the OHCS Website | | | | | | | | |
| Maintenance and servicing of IT hardware and software | Number of reports on maintenance and servicing | 4 | 4 | 4 | 2 | 4 | 4 | 4 | 4 |
| Process input forms on HR issues and resolve salary related issues on the IPPD system | Number of reports on processed inputs and resolved salary issues | 4 | 4 | 4 | 2 | 4 | 4 | 4 | 4 |

4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and programmes/projects to be undertaken by the sub-programme.

| Operations | Projects |
|--|--|
| Research on emerging issues in the Civil Service | Procurement of IT equipment |
| Processing of input forms on IPPD II Database and resolve of salary related issues | Development and operationalisation of OHCS E-Library |
| Smart Workplace operationalisation and monitoring | Expansion of E-SPAR |
| Maintenance and Servicing of IT equipment | |
| Management of OHCS Website | |
| Update and analysis of Civil Service HR Database | |
| Collaborate with CMD to conduct Virtual Promotions Interview | |
| Collaborate with RTDD to conduct Graduate Online Examinations | |





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 002 - Office of the Head of Civil Service

Funding: All Source of Funding

Year: 2025 | **Currency:** Ghana Cedi (GHS)

Full Year Budget

| | 2025 | 2026 | 2027 | 2028 |
|--------------------------------------|-----------|-----------|-----------|-----------|
| 00203004 - Information Management | 1,278,090 | 1,293,277 | 1,293,277 | 1,293,277 |
| 21 - Compensation of Employees [GFS] | 1,184,813 | 1,184,813 | 1,184,813 | 1,184,813 |
| 22 - Use of Goods and Services | 93,277 | 108,464 | 108,464 | 108,464 |



1.6. Appropriation Bill

Summary of Expenditure by Cost Center, Economic Item and Funding

Entity: 002 - Office of the Head of Civil Service
Year: 2025 | Currency: Ghana Cedi (GHS)
Full Year Budget

| | GoG | | | | IGF | | | | Funds / Others | | | Donors | | | Grand Total |
|---|---------------------------|--------------------|-----------|------------|---------------------------|--------------------|-----------|-----------|----------------|------|--------|--------------------|-------|-------|-------------|
| | Compensation of employees | Goods and Services | Capex | Total | Compensation of employees | Goods and Services | Capex | Total | Statutory | ABFA | Others | Goods and Services | Capex | Total | |
| 002 - Office of the Head of Civil Service | 56,157,436 | 6,339,871 | 5,000,000 | 67,497,307 | | 7,535,899 | 1,271,591 | 8,807,490 | | | | | | | 76,304,797 |
| 00201 - Headquarters | 38,758,054 | 5,198,693 | 4,762,000 | 48,718,748 | | | | | | | | | | | 48,718,748 |
| 0020101 - Finance and Administration | 17,507,481 | 3,247,146 | 4,662,000 | 25,416,626 | | | | | | | | | | | 25,416,626 |
| 0020101001 - Administration Unit | 17,507,481 | 3,247,146 | 4,662,000 | 25,416,626 | | | | | | | | | | | 25,416,626 |
| 0020102 - Planning, Budgeting, Monitoring and Evaluation | 1,355,806 | 93,277 | | 1,449,083 | | | | | | | | | | | 1,449,083 |
| 0020102001 - PPME Unit | 1,355,806 | 93,277 | | 1,449,083 | | | | | | | | | | | 1,449,083 |
| 0020103 - Career Management Directorate | 1,069,573 | 1,164,528 | | 2,234,100 | | | | | | | | | | | 2,234,100 |
| 0020103001 - Career Management Unit | 1,069,573 | 1,164,528 | | 2,234,100 | | | | | | | | | | | 2,234,100 |
| 0020104 - Procurement and Supply Chain Management Department | 17,069,561 | 507,190 | 100,000 | 17,676,751 | | | | | | | | | | | 17,676,751 |
| 0020104001 - Procurement and Supply Chain Management Unit | 17,069,561 | 507,190 | 100,000 | 17,676,751 | | | | | | | | | | | 17,676,751 |
| 0020105 - Recruitment, Training Development Directorate | 570,821 | 93,277 | | 664,098 | | | | | | | | | | | 664,098 |
| 0020105001 - Recruitment, Training Development Unit | 570,821 | 93,277 | | 664,098 | | | | | | | | | | | 664,098 |
| 0020106 - Research, Statistics and Information Management Directorate | 1,184,813 | 93,277 | | 1,278,090 | | | | | | | | | | | 1,278,090 |
| 0020106001 - Research, Statistics and Information Management Unit | 1,184,813 | 93,277 | | 1,278,090 | | | | | | | | | | | 1,278,090 |
| 00202 - Management Services Division | 3,586,509 | 507,190 | 100,000 | 4,193,699 | | 212,850 | | 212,850 | | | | | | | 4,406,549 |
| 0020201 - General Administration | 3,586,509 | 507,190 | 100,000 | 4,193,699 | | 212,850 | | 212,850 | | | | | | | 4,406,549 |
| 0020201001 - Administration Unit | 3,586,509 | 507,190 | 100,000 | 4,193,699 | | 212,850 | | 212,850 | | | | | | | 4,406,549 |
| 00203 - Public Records and Archives Administration Department | 6,559,758 | 633,988 | 138,000 | 7,331,746 | | 3,603,439 | 216,191 | 3,819,630 | | | | | | | 11,151,376 |
| 0020301 - General Administration | 6,559,758 | 633,988 | 138,000 | 7,331,746 | | 3,603,439 | 216,191 | 3,819,630 | | | | | | | 11,151,376 |
| 0020301001 - Administration Unit | 6,559,758 | 633,988 | 138,000 | 7,331,746 | | 3,603,439 | 216,191 | 3,819,630 | | | | | | | 11,151,376 |
| 00209 - Institute of Technical Supervision | 1,488,853 | | | 1,488,853 | | 241,240 | | 241,240 | | | | | | | 1,730,093 |
| 0020901 - Headquarters | 1,488,853 | | | 1,488,853 | | 241,240 | | 241,240 | | | | | | | 1,730,093 |
| 0020901001 - Headquarters-General Administration | 1,488,853 | | | 1,488,853 | | 241,240 | | 241,240 | | | | | | | 1,730,093 |
| 00210 - Government Secretariat School-Parent | 3,424,331 | | | 3,424,331 | | 1,248,680 | 312,170 | 1,560,850 | | | | | | | 4,985,181 |
| 0021001 - Headquarters | 3,424,331 | | | 3,424,331 | | 1,248,680 | 312,170 | 1,560,850 | | | | | | | 4,985,181 |
| 0021001001 - General Administration | 3,424,331 | | | 3,424,331 | | 1,248,680 | 312,170 | 1,560,850 | | | | | | | 4,985,181 |



1.6. Appropriation Bill

Summary of Expenditure by Cost Center, Economic Item and Funding

Entity: 002 - Office of the Head of Civil Service
Year: 2025 | Currency: Ghana Cedi (GHS)
Full Year Budget

| | GoG | | | | IGF | | | | Funds / Others | | | Donors | | | Grand Total |
|--|---------------------------|--------------------|-------|-----------|---------------------------|--------------------|---------|-----------|----------------|------|--------|--------------------|-------|-------|-------------|
| | Compensation of employees | Goods and Services | Capex | Total | Compensation of employees | Goods and Services | Capex | Total | Statutory | ABFA | Others | Goods and Services | Capex | Total | |
| 00211 - Civil Service Training Centre-Parent | 2,339,930 | | | 2,339,930 | | 2,229,690 | 743,230 | 2,972,920 | | | | | | | 5,312,850 |
| 0021101 - Civil Service Training Centre-Headquarters | 2,339,930 | | | 2,339,930 | | 2,229,690 | 743,230 | 2,972,920 | | | | | | | 5,312,850 |
| 0021101001 - General Administration | 2,339,930 | | | 2,339,930 | | 2,229,690 | 743,230 | 2,972,920 | | | | | | | 5,312,850 |