



REPUBLIC OF GHANA

# MEDIUM-TERM EXPENDITURE FRAMEWORK (MTEF) FOR 2026-2029

PROGRAMME BASED  
BUDGET ESTIMATES FOR 2026

OFFICE OF THE HEAD OF THE CIVIL SERVICE





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



## ***PROGRAMME BASED BUDGET ESTIMATES*** ***For 2026***

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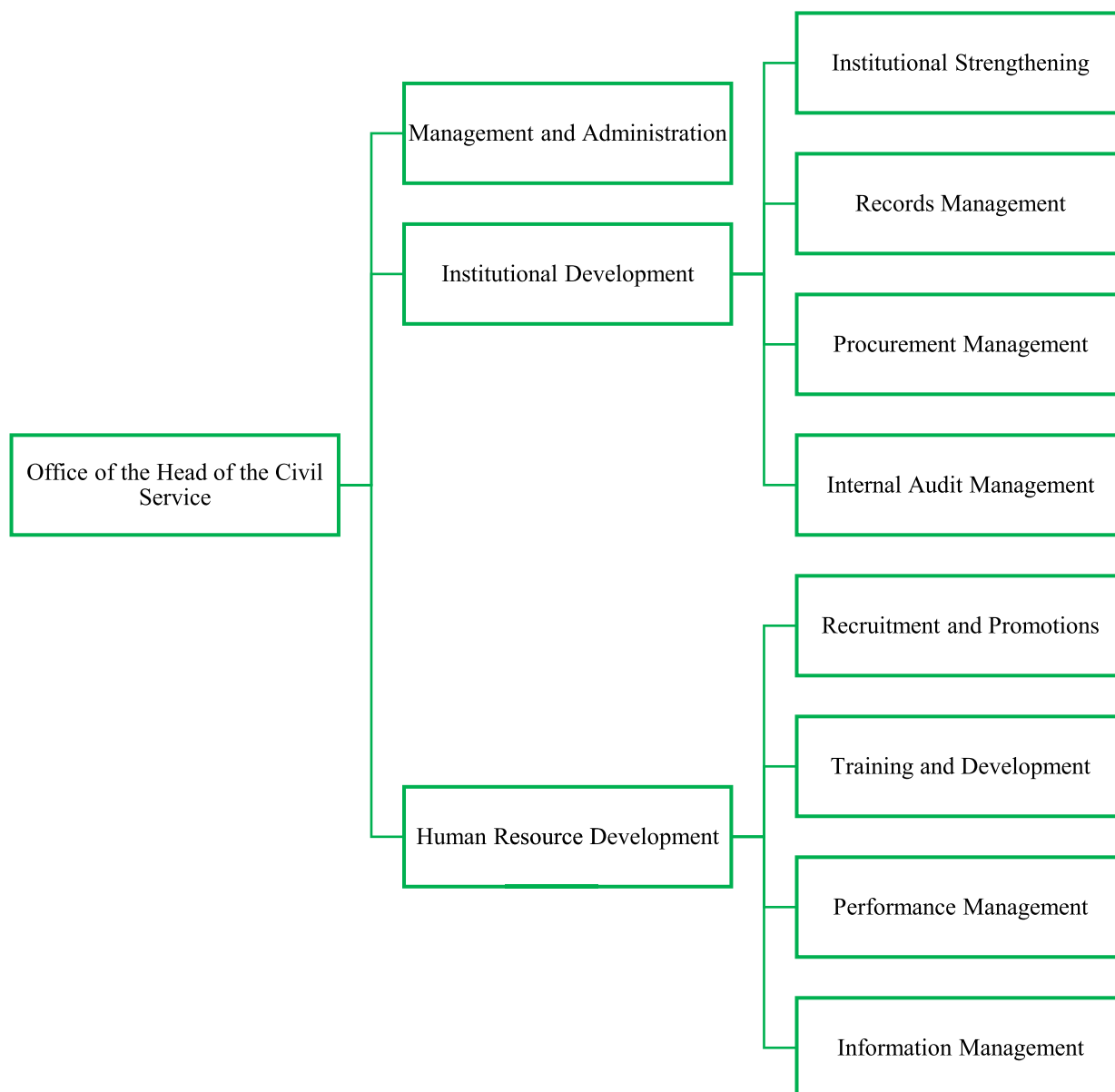
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## **PROGRAMME STRUCTURE – OFFICE OF THE HEAD OF THE CIVIL SERVICE**







## 1.5. Appropriation Bill

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

Entity: 002 - Office of the Head of Civil Service  
Year: FY26 | Currency: Ghana Cedi (GHS)  
Version 1

	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	16,797,669	3,961,153	1,600,000	22,358,822										22,358,822
00201000 - Management and Administration	16,797,669	3,961,153	1,600,000	22,358,822										22,358,822
00202 - Institutional Development	30,221,074	1,838,561	5,400,000	37,459,635		4,968,091	3,012,431	7,980,522						45,440,157
00202002 - Institutional Strengthening	6,190,113	507,189	200,000	6,897,302		87,399		87,399						6,984,700
00202003 - Records Management	13,062,714	633,987	5,000,000	18,696,701		4,880,692	3,012,431	7,893,123						26,589,824
00202004 - Procurement Management	10,200,641	507,189	200,000	10,907,830										10,907,830
00202005 - Internal Audit Management	767,606	190,196		957,802										957,802
00203 - Human Resource Management	18,866,058	6,540,157		25,406,215		2,187,977	1,777,805	3,965,782						29,371,997
00203001 - Recruitment and Promotions	1,453,523	6,135,039		7,588,562										7,588,562
00203002 - Training and Development	13,711,216	135,039		13,846,255		2,187,977	1,777,805	3,965,782						17,812,037
00203003 - Performance Management	2,392,356	135,040		2,527,396										2,527,396
00203004 - Information Management	1,308,963	135,039		1,444,002										1,444,002
Grand Total	65,884,801	12,339,871	7,000,000	85,224,672		7,156,068	4,790,236	11,946,304						97,170,976

# **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 policy objectives from the National Medium Term Development Policy Framework (NMTDPF) 2026 – 2029 are:

- Strengthen integrated digital systems for effective information management, human resource facilities and records management for effective service delivery across the Civil Service
- Enhance strategic partnerships with all relevant stakeholders to co-create solutions for effective performance management, policy planning, coordination, monitoring and evaluation for national development.
- Mainstream gender and inclusive issues in the operations and processes of civil service institutions
- Improve training standards and delivery in OHCS training institutions and effective coordination of training programmes for the continuous professional development of Civil Service staff.
- Strengthen strategic engagement with relevant institutions to improve conditions of service for all civil service staff for enhanced productivity, motivation and retention.
- Fight corruption and promote attitudinal change and Patriotism.
- Strengthen management, administration and adherence to internal financial control systems within the Civil Service
- Strengthen institutional systems and work processes to support government priorities for a resilient and effective delivery in public service institutions.

## **2. GOAL OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE**

The goal of the Office is to develop and deploy the appropriate human resources, skill-mix as well as strengthen institutional capacity to formulate, coordinate, monitor and evaluate policies for national development and the ability to effectively and efficiently provide timely and satisfactory services to all its stakeholders.

## **3. CORE FUNCTIONS OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE**

The core functions of OHCS are to:

- Ensure general efficiency of the Civil Service.
- Have overall charge of all civil servant.
- Ensure the effective implementation of Government policies and plans for which the service has responsibility.
- Advise on the conduct of management audits and review.

- Formulate/review the HRM related policies, guidelines, standards and programmes for the Civil 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 record management policies and standards for records keeping in public institutions.
- Monitor and restructure the record 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.
- Manage and monitor annual procurement plans for Civil Service organisations.

**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	2022	Draft Completed and submitted to OAGMoJ	2024	Draft Bill Resubmitted to Cabinet for Approval through MELR/Min. of Labour, Jobs and Employment	2026	Organise 4 stakeholder engagement and resubmit draft Bill to the AG and Cabinet through Min. of Labour, Jobs and Employment
Improved service delivery	Percentage of Civil Service Institutions (Ministries & Departments) complying with 50% and above of the service delivery standards	2022	75%	2024	72.4%	2026	50%

Outcome Indicator Description	Unit of Measurement	Baseline		Latest Status		Target	
		Year	Value	Year	Value	Year	Value
	Proportion of Civil Service Institutions with approved Client Service Charter	2022	52%	2024	53.2%	2026	70%
	Proportion of Civil Service Institutions with approved Institutional Operational Manual	2022	51.2%	2024	52.6%	2026	70%
Improved Staff Performance in the Civil Service	Percentage of Chief Directors attaining the “excellent” rating in the evaluation of Performance Agreement	2022	51.6%	2024	40 %	2026	40%
	Percentage of Directors/HoDs attaining the “excellent” rating in the evaluation of Performance Agreement	2022	28%	2024	18.5%	2026	25%
	Compliance rate of Eligible Officers to the Electronic Staff Performance Appraisal (E-SPAR) service wide	2022	75.2%	2024	84%	2026	90%

\*\*\*Results from the evaluation of CDs and Directors/HoDs will be ascertained by the end of the first quarter of 2026\*\*\*

#### 4. EXPENDITURE TREND

The 2023 approved budget for the Office of the Head of the Civil Service (OHCS) was GH¢ 50,268,957.85 which consisted of GH¢ 29,178,520.00 Central Government allocation (GoG), GH¢ 5,290,437.85 Internally Generated Funds (IGF) and GH¢ 15,800,000.00 from Development Partners (DP). During the 2023 mid-year review, the budget was revised to GH¢ 65,357,528.16 made up of GH¢ 41,891,893.00 Central Government allocation (GoG), GH¢ 7,665,635.16 Internally Generated Funds (IGF) and GH¢ 15,800,000.00 from Development Partners (DP). The revised GoG budget allocation comprised GH¢ 37,328,693.00 for employee compensation, GH¢ 4,266,600.00 for goods and services, of which GH¢ 3,300,000.00 was allocated to the Promotion, Recruitment, and Training programme and GH¢ 296,600.00 for capital expenditure (CAPEX). In addition, the IGF budget included GH¢ 6,038,409.62 for goods and services, with GH¢ 1,627,225.54 for CAPEX.

At the end of the 2023 financial year, total expenditure under GoG amounted to GH¢ 41,211,854.36. This comprised GH¢ 37,032,695.98 for employee compensation, GH¢ 4,158,498.99 for goods and services, and GH¢ 20,659.39 for CAPEX. The total IGF

expenditure stood at GH¢ 3,122,045.97, comprising GH¢ 2,706,762.22 for goods and services and GH¢ 415,283.75 for CAPEX.

For the 2024 fiscal year, the Office was allocated a total budget of GH¢ 58,415,102.00, comprising GH¢ 49,211,627.00 from Central Government funds (GoG) and GH¢ 9,203,475.00 from Internally Generated Funds (IGF). The GoG allocation included GH¢ 35,041,715.00 for employee compensation, GH¢ 7,169,912.00 for goods and services of which GH¢ 4,070,000.00 was earmarked for the Promotion, Training, and Recruitment programme and GH¢ 7,000,000.00 for CAPEX. The IGF component consisted of GH¢ 7,976,084.00 for goods and services and GH¢ 1,227,391.00 for CAPEX.

By the close of the year, an amount of GH¢ 70,720,315.12 was expended of which GH¢ 65,647,330.92 was GoG Expenditure (The excess in expenditure is mainly related to employee compensation. This was as a result of the 18% Interim Support Allowance approved by Government for Public Workers) and GH¢ 5,072,984.20 was Internally Generated Funds (IGF). The GoG expenditure comprised GH¢ 51,759,320.96 for employee compensation, GH¢ 7,169,912.00 for goods and services and GH¢ 6,718,097.96 for CAPEX. Similarly, the IGF expenditure includes GH¢ 4,714,859.56 for goods and services and GH¢ 358,124.64 for CAPEX.

In the 2025 fiscal year, the Office received a total budget allocation of GH¢ 76,304,797.00, consisting of GH¢ 67,497,307.00 from Government of Ghana (GoG) funds and GH¢ 8,807,490.00 from Internally Generated Funds (IGF). The details are presented in the table below.

**Table 2: 2025 Budget Expenditure Performance by Economic Classification**

Expenditure Item / Funding Source	2025 Approved Budget / Appropriation	Amount Released as at Sept 2025	Actual Expenditure for 2025	Variance 1	Variance
	A	B	C	D = A – B	E = B – C
Compensation of Employees					
<i>o/w GoG</i>	56,157,436.00	29,421,908.17	29,421,908.17	26,735,527.83	0.00
<i>IGF</i>					
Use of Goods and Services					
<i>o/w GoG</i>	6,339,871.00	4,509,104.43	2,954,508.46	1,830,766.57	1,554,595.97
<i>IGF</i>	7,535,899.00	3,132,519.70	2,458,985.62	4,403,379.30	673,534.08
<i>Foreign Loans and Grants</i>					
Capital Expenditure					
<i>o/w GoG</i>	5,000,000.00	3,500,000.00	0.00	1,500,000.00	3,500,000.00
<i>IGF</i>	1,271,591.00	518,380.50	97,051.91	753,210.50	421,328.59
<i>Foreign Loans and Grants</i>					
<b>Total</b>	<b>76,304,797.00</b>	<b>41,081,912.80</b>	<b>34,932,454.16</b>	<b>35,222,884.20</b>	<b>6,149,458.64</b>

The provisional 2026 budget ceiling for OHCS is set at GH¢ 89,848,593.00, which is comprised of GH¢ 80,384,703.00 from GoG funding and GH¢ 9,463,890.00 from IGF. The GoG allocation includes GH¢ 66,044,832.00 for employee compensation, GH¢ 12,339,871.00 for goods and services of which 6,000,000.00 is allocated for the 2026 Promotions/Training/Recruitment programme and GH¢ 2,000,000.00 for capital expenditure (CAPEX). The 2026 IGF budget of GH¢ 9,463,890.00 comprises GH¢ 8,849,794.00 for goods and services and GH¢ 614,096.00 for CAPEX.

## **5. SUMMARY OF KEY ACHIEVEMENTS IN 2025**

### **PROGRAMME 1: MANAGEMENT AND ADMINISTRATION**

- **Production of 2024 Civil Service Annual Performance Report (CSAPR)**

In accordance with Section 85 of the Civil Service Act, 1993 (PNDCL 327), the Head of the Civil Service is required to prepare and submit an annual report covering the preceding year to the Presidency within the first quarter of the subsequent year. To facilitate this process, a standardised reporting template was developed, and a sensitization workshop was conducted for designated focal persons. The 2024 Civil Service Annual Performance Report was subsequently compiled and submitted to the Presidency and other key stakeholders in April 2025. In addition, a soft copy was uploaded on the OHCS website (<https://ohcs.gov.gh/wp-content/uploads/2025/05/2024-Civil-Service-Annual-Performance-Report.pdf>).

- **Re-constitution of Civil Service Council**

Pursuant to Section 35 of the Civil Service Act 1993 (Act 327), H.E President in consultation with the Council of State constituted and inaugurated an eight (8) member Civil Service Council on 19<sup>th</sup> August 2025 which is the governing body of the Civil Service. The Council is mainly responsible for deliberating on the overall Government policy relating to the management of the Civil Service and suggest improvements or modifications to the Government. Following the appointments, a two (2) day orientation was organised for the Members on Corporate Governance for Governing Boards/Councils, the functions of the Civil Services and status of the Civil Service for the members.

- **Civil service staff sensitised on the National Anti-Corruption Action Plan (NACAP)**

Aligned with SDG Target 16.5, which seeks to reduce corruption and bribery in all forms, the Office continues to champion the fight against corruption by making it a high-risk, low-reward activity. In 2025, we set out to sensitise one hundred and fifty (150) Officers on the National Anti-Corruption Action Plan (NACAP). Two hundred (200) Officers from the OHCS, its three (3) Training Institutions and four (4) Departments participated in a workshop on the Whistleblower (Amendment) Act, 2023 (Act 1103). Additionally, the implementation of NACAP activities have been monitored through the 2025 Chief Directors' Performance Agreements. All twenty-five (25) Chief Directors have submitted



their annual reports to both Commission on Human Rights and Administrative Justice (CHRAJ) and the Internal Audit Agency (IAA).

- **Gender Mainstreaming**

The Office organised a training workshop for Gender Desk Officers from all Ministries and Departments, focusing on Action Plan and Reporting on Gender Mainstreaming. Additionally, a Standard Operating Procedure was developed to guide gender integration across the Civil Service. Circulars were issued to support the development of Gender Action Plans and the inclusion of gender targets in the performance agreements of Chief Directors, Heads of Departments, Directors, and the appraisals of Gender Desk Officers.

- **Organisation of 2025 Civil Service Week Celebration and 2024 awards ceremony**

Section 88 of the Civil Service Act, 1993 (PNDCL 327) enjoins the Office of the Head of the Civil Service to institute awards for meritorious performance in the Civil Service. The OHCS instituted the awards for outstanding performance using the annual Civil Service Week celebration platform to recognize the importance of staff of the Civil Service to national development and to honour their dedicated and selfless service to the public and citizens of Ghana. The theme for the Celebration was “**Adapting to Automation, Artificial Intelligence, and E-Governance: The Civil Service in Contemporary Ghana**” and was held from **16<sup>th</sup> July to 25<sup>th</sup> July 2025**. The celebration featured a range of activities, including Inter-Ministerial Games, a press launch, a clean-up exercise, a thanksgiving service, a policy fair, among other key events. The awards ceremony was graced by the presence of the Chief of Staff, Mr. Mr. Julius Debrah, as the Special Guest of Honour. At the end of the Award Ceremony, one hundred and eighteen (118) Officers were honoured for their dedication, professionalism, and exemplary service. The details are:

- 9 Chief Directors
- 9 Directors
- 5 Heads of Department
- 86 Professional (47) and Sub-professional (39) staff
- 6 Honorary awards and
- 3 individuals and organisations were awarded in the Special Head of Service Awards category.

## **BUDGET SUB-PROGRAMME SUMMARY**

### **PROGRAMME 2: INSTITUTIONAL DEVELOPMENT**

#### **Budget Sub-Programme 2.1: Institutional Strengthening**

The Office through the Management Services Department (MSD) continues to play a key role in supporting Ministries and Departments to strengthen their institutional capacity for more effective and efficient service delivery. As part of its key operations, the Department undertakes the review of Organisational manuals, Scheme of Service, Client Service

Charters, Institutional and Structural Plans, Establishment levels among others. For the period January to September 2025, the Department, in line with the Civil Service (Ministries) Instrument, 2025 (E.I. 1) and the restructuring and realignment of Civil Service Institutions, produced ten (10) Institutional and Structural Plans for the newly established and restructured Ministries. A total of sixteen (16) requests were received for the development of Organisational Manuals. Of these, five (5) draft reports have been completed, and preliminary discussions have been held on the remaining eleven (11) requests. Additionally, three (3) requests were submitted for the development of Schemes of Service, with one (1) report completed and two (2) preliminary discussions held. Further, five (5) requests for the review of Client Service Charters were received, all of which are currently undergoing preliminary assessment.

#### **Sub-Programme 2.2: Records Management**

In line with its core mandate of records management and archival administration, the Public Records and Archives Administration Department remain committed to the efficient creation, maintenance, and preservation of public records to support effective governance and ensure accountability. During the period under review, a decongestion exercise was undertaken at the Records Unit to dispose of unwanted items and non-current records in line with approved retention schedules. Additionally, modern shelving was installed to enhance storage and retrieval efficiency. A total of thirty-six thousand eight hundred and fifty-one (36,851) Archival Sheets have been digitised to preserve public records at the National Records Centre. Five hundred and thirty-two (532) files have been transferred to the Archives for accessioning, Records management systems in thirty-five (35) institutions have also been monitored/assessed. A total of six thousand four hundred (6,400) boxes of records were successfully disposed of in accordance with established records management procedures.

#### **Sub-Programme 2.3: Procurement Management**

The Office, through its Procurement and Supply Chain Management Department, and in collaboration with Ghana Institute of Procurement and Supply (GIPS) organised the 2025 National Procurement and Supply Chain Conference (Summit) from 16th to 17th September 2025 on the theme “Reimagining Procurement and Supply for Sustainable Development and Economic Resilience”. The Conference sought to promote professionalism within the Civil Service and deepen stakeholders’ understanding of the critical role procurement plays in driving national economic development. The Department also carried out compliance monitoring across twenty-three (23) Ministries. To date, three hundred and forty-four (344) Procurement Practitioners have been trained in diverse areas of procurement to enhance their knowledge and operational efficiency. The training covered key areas, including Mastering the Tendering Process and Procurement as a Procurement Professional (120 participants), Public Asset Management and Disposal (121 participants), and Effective Stores and Inventory Control Management (103 participants).

#### **Sub-Programme 2.4: Internal Audit Management**

The Internal Audit Department of the Office of the Head of the Civil Service (OHCS), in line with its mandate to promote the effective and equitable deployment of Internal Audit personnel across MDAs, undertook a strategic posting exercise during the period under review. A total of twenty-one (21) Internal Auditors were posted to various Ministries and

Departments, while five (5) Internal Auditors were seconded to Government Agencies. This initiative forms part of the Department's broader objective to strengthen the internal audit function within the public sector and enhance accountability and compliance in the management of public resources.

In furtherance of its oversight responsibilities, the Department monitored the operations of twenty-six (26) Internal Audit Units within Ministries and Departments. The monitoring exercise focused on key areas including the welfare of Internal Auditors at their duty posts, career progression, staffing adequacy, existence and maintenance of risk registers, submission of statutory reports, functionality of Audit Committees, and challenges faced in the execution of their duties. These monitoring activities provide the Head of Department with valuable first-hand insights to inform strategic decision-making and policy direction for improving audit efficiency and staff welfare.

As part of its annual work programme, the Department also developed comprehensive Risk Registers and Risk Policies for the OHCS and its five (5) Institutions. In addition, a draft Scheme of Service for Internal Auditors was prepared to guide professional development, ensure career progression and standardise the internal audit function across the Service. These initiatives collectively underscore the Department's commitment to institutional strengthening, capacity building, and continuous improvement in the delivery of internal audit services within the Civil Service.

## **PROGRAMME 3: HUMAN RESOURCE DEVELOPMENT**

### **Sub-Programme 3.1: Recruitment and Promotions**

#### **Promotions**

In line with the Office's commitment to fostering career progression and enhancing staff motivation, the Office has commenced the 2025 promotion exercise with the vetting of 5,324 documents of Officers. A total of 2,044 critical vetting has been reported on, and 3,280 Officers have been scheduled for virtual interviews. The virtual promotion interviews are currently on-going. Additionally, a two-day training session was held on 19th and 20th August 2025 for 131 panel members in preparation for the promotion interviews. The training aimed to equip participants with the knowledge and tools needed to ensure a fair, consistent, and effective assessment process. Further, Mandatory Assessment and Conversion Examinations were conducted for 1,759 Officers across the grades of Principal, ADI, ADIIA and ADIIB, as part of the required process for Officers eligible for promotion.

#### **Recruitment, Ministerial Realignment and Postings**

The Office facilitated recruitment interviews for eight (8) candidates for the Ministry of Foreign Affairs, in accordance with the 2024 financial clearance, which expired on 31<sup>st</sup> March 2025. Additionally, the Office oversaw the recruitment of eight (8) personnel for the Information Services Department. Appointment letters have been issued to all sixteen (16) successful candidates.

Following the 2025 transition of government, and in accordance with the Civil Service (Ministries) Instrument, 2025 (E.I. 1) issued by H.E. the President on 9th January 2025,

the Civil Service now comprises twenty-three (23) Ministries and two (2) Extra-Ministerial Institutions. Officers from the five (5) defunct Ministries have been reposted accordingly. The mandates and Institutional structure of the new and restructured Ministries have also been redefined and successfully reorganised. As part of the ministerial realignment process, a strategic deployment approach was implemented to ensure an equitable distribution of skills across the Civil Service. This included the reassignment of personnel from realigned and defunct Institutions, as well as integration into newly established Ministries.

In line with this objective, the Office has successfully deployed a total of three hundred and fifty-two (352) Officers to various institutions. All Officers have complied with the posting directives and have assumed duty at their respective new duty stations.

### **Sub-Programme 3.2: Training and Development**

In line with the Ghana Civil Service Training and Development guidelines, all newly recruited staff are required to undergo induction during their probationary period to ensure effective job performance. To achieve this, the Office organised a virtual induction programme for a total of nine hundred and sixty-seven (967) newly recruited staff. The training introduced participants to key Civil Service policies, procedures, and expectations, supporting their integration and providing a platform for engagement with experienced facilitators. Additionally, the Office conducted an induction training programme for twelve (12) newly appointed Chief Directors (CDs) at the Civil Service Training Centre (CSTC). The programme was designed to equip CDs with the essential knowledge, skills, and insights to perform effectively in their leadership roles. CDs engaged in interactive sessions covering key areas including Public Sector Governance and Leadership, Ethics, Anti-Corruption and Integrity Systems, Public Financial Management, Strategic Policy Development and Implementation, and Human Resource and Institutional Management. A training programme was organised for sixty-two (62) newly recruited Assistant Budget Analysts within the Civil Service to equip them with the knowledge, skills, and tools needed to effectively carry out their roles in line with Ghana's Public Financial Management framework.

The Office, in collaboration with its three (3) Training Institutions, has successfully conducted Scheme of Service and Competency-Based training programmes for a total of seven thousand and sixty-three (7,063) Officers. One thousand one hundred and fourteen (1,114) of these Officers accessed the training through the Learning Management System (LMS). These targeted training initiatives are designed to enhance the skills, knowledge, and professional competencies of Civil Service Staff, thereby improving their capacity to meet evolving service demands and contribute effectively to organisational goals. To promote continuous learning and development, a total of twenty-four (24) study leaves requests have been processed. Additionally, one hundred and ninety-seven (197) notifications for further studies have been submitted and processed.

### **Sub-Programme 3.3: Performance Management**

Pursuant to Section 7 of the Civil Service Act of 1993 (PNDCL 327), the Head of the Civil Service is tasked with ensuring the overall efficiency of the Civil Service. To foster continuous staff development and improve service delivery, the Office of the Head of the

Civil Service (OHCS) annually implements the Performance Management System (PMS) to systematically assess and evaluate the performance of Civil Service personnel.

- **Chief Directors Performance Agreement**

The 2024 Chief Directors' Performance Evaluation was conducted from 28th January to 13th March 2025. It began with a data verification exercise, followed by the one-on-one engagement sessions led by the Head of the Civil Service. The meetings were intended to evaluate progress toward set targets and explore strategies for enhancing the effectiveness of the Performance Management System. In total, thirty (30) Chief Directors were assessed during the process. The performance ratings are as follows:

- Nine (9) received an Excellent rating.
- Eleven (11) were rated Very Good
- Eight (8) were rated Good.
- One (1) was rated Satisfactory.
- One (1) was rated Unsatisfactory.

In 2025, all twenty-five (25) Chief Directors signed their Performance Agreements with the Head of the Civil Service and endorsed by their Sector Ministers. The Mid-year monitoring exercise has also been completed, with feedback reports submitted to each Chief Director

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

An assessment was conducted to evaluate the performance of Directors, Analogous Grades, and Heads of Departments for the 2024 reporting year. A total of two hundred and eighty-one (281) Officers were assessed, including twenty (20) Heads of Departments and two hundred and sixty-one (261) Directors/Analogous grade Officers. The performance ratings are as follows:

- Fifty-three (53) Officers received an Excellent rating.
- One hundred and thirty-four (134) were rated Very Good
- Fifty-seven (57) were rated Good.
- Thirty-two (32) was rated Satisfactory.
- Five (5) was rated Unsatisfactory.

For the 2025 performance cycle, two hundred and ninety-one (291) Officers signed Performance Agreements with their respective Chief Directors, comprising thirty-one (31) Heads of Departments and two hundred and sixty (260) Directors/Analogous grade Officers. The Performance Agreements of all Heads of Departments has also been completed.

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

Officers on the grade of Deputy Director/Analogous and below are required to use the Electronic Staff Performance Appraisal Report (E-SPAR) system for target setting and performance assessment. For the 2024 appraisal cycle, the participation rate stood at 83%, with thirteen thousand six hundred and fifty-seven (13,657) out of sixteen thousand three hundred and eighty-six (16,386) eligible Officers completing their appraisals. The distribution of performance ratings is as follows:

- Excellent: 4,352 Officers (32%)
- Very Good: 5,819 Officers (43%)
- Good: 2,590 Officers (19%)
- Satisfactory: 590 Officers (4%)
- Unsatisfactory: 306 Officers (2%)

For the 2025 appraisal cycle, the E-SPAR Planning Phase was initially open from 15<sup>th</sup> January to 16<sup>th</sup> February. Following the Ministerial Realignment, the system was reopened from 24<sup>th</sup> March to 17<sup>th</sup> April to accommodate newly posted officers from realigned and defunct Ministries. By the close of the phase, fourteen thousand one hundred and forty-five (14,145) out of sixteen thousand three hundred and eighty-one (16,381) Officers had participated, representing an 86% participation rate. The Office has received reports from twenty-five (25) Ministries and twenty-eight (28) Departments for the 2025 mid-year phase of the E-SPAR. The participation rate for the phase is 85%.

Additionally, an evaluation of the E-SPAR system was conducted as a pre-cursor for the Expansion of the System to cover the Directors and Analogous Grades. The draft contract for the E-SPAR Expansion has been submitted to the Office of the Attorney General and Ministry of Justice for review.

### • **Service Delivery in the Civil Service**

In line with its mandate to promote excellence in public service delivery, the Office conducted a comprehensive assessment of service delivery performance across Civil Service institutions. This effort culminated in the 2024 Service-Wide Report on Compliance with Service Delivery Standards and Client Service Unit operations. Findings show that 72% of institutions met or exceeded a 50% performance level. For 2025, the Office received mid-year reports from forty-three (43) Civil Service Institutions (23 Ministries and 20 Departments). A total of thirty-eight (38) Civil Service Institutions (20 Ministries and 18 Departments) complied with 50% and above of their service delivery standards representing an 88.3% compliance rate. This reflects a growing commitment to efficiency, responsiveness and client satisfaction within the Civil Service.

### **Sub-Programme 3.4: Information Management**

As part of ongoing efforts to enhance efficiency and digital service delivery, the Office processed and submitted three thousand seven hundred and twenty-one (3,721) records and input forms to the Controller and Accountant-General's Department and resolved two hundred and thirty-nine (239) salary-related issues through the IPPD system. A refresher training on the Smart Workplace System was conducted for all Directorates and Units to strengthen digital proficiency, promote consistent use, and address operational challenges. In line with the Office's digitalisation drive, two thousand one hundred and ten (2,110) personnel records were updated in the HR database, and forty-three thousand four hundred and seventy-six (43,476) out of eighty thousand (80,000) index card records have been successfully migrated onto the electronic platform.





## 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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
<b>Programmes - Office of the Head of Civil Service</b>	<b>97,170,976</b>	<b>102,072,325</b>	<b>102,072,325</b>	<b>102,072,325</b>
<b>00201 - Management and Administration</b>	<b>22,358,822</b>	<b>22,358,822</b>	<b>22,358,822</b>	<b>22,358,822</b>
00201000 - Management and Administration	22,358,822	22,358,822	22,358,822	22,358,822
21 - Compensation of Employees [GFS]	16,797,669	16,797,669	16,797,669	16,797,669
22 - Use of Goods and Services	3,961,153	3,961,153	3,961,153	3,961,153
31 - Non financial assets	1,600,000	1,600,000	1,600,000	1,600,000
<b>00202 - Institutional Development</b>	<b>45,440,157</b>	<b>48,539,987</b>	<b>48,539,987</b>	<b>48,539,987</b>
00202002 - Institutional Strengthening	6,984,700	7,072,099	7,072,099	7,072,099
21 - Compensation of Employees [GFS]	6,190,113	6,190,113	6,190,113	6,190,113
22 - Use of Goods and Services	594,588	681,987	681,987	681,987
31 - Non financial assets	200,000	200,000	200,000	200,000
00202003 - Records Management	26,589,824	29,602,255	29,602,255	29,602,255
21 - Compensation of Employees [GFS]	13,062,714	13,062,714	13,062,714	13,062,714
22 - Use of Goods and Services	5,514,679	5,514,679	5,514,679	5,514,679
31 - Non financial assets	8,012,431	11,024,862	11,024,862	11,024,862
00202004 - Procurement Management	10,907,830	10,907,830	10,907,830	10,907,830
21 - Compensation of Employees [GFS]	10,200,641	10,200,641	10,200,641	10,200,641
22 - Use of Goods and Services	507,189	507,189	507,189	507,189
31 - Non financial assets	200,000	200,000	200,000	200,000
00202005 - Internal Audit Management	957,802	957,802	957,802	957,802
21 - Compensation of Employees [GFS]	767,606	767,606	767,606	767,606
22 - Use of Goods and Services	190,196	190,196	190,196	190,196
<b>00203 - Human Resource Management</b>	<b>29,371,997</b>	<b>31,173,516</b>	<b>31,173,516</b>	<b>31,173,516</b>



## 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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
<b>00203001 - Recruitment and Promotions</b>	<b>7,588,562</b>	<b>7,588,562</b>	<b>7,588,562</b>	<b>7,588,562</b>
21 - Compensation of Employees [GFS]	1,453,523	1,453,523	1,453,523	1,453,523
22 - Use of Goods and Services	6,135,039	6,135,039	6,135,039	6,135,039
<b>00203002 - Training and Development</b>	<b>17,812,037</b>	<b>19,613,556</b>	<b>19,613,556</b>	<b>19,613,556</b>
21 - Compensation of Employees [GFS]	13,711,216	15,512,735	15,512,735	15,512,735
22 - Use of Goods and Services	2,323,016	2,323,016	2,323,016	2,323,016
31 - Non financial assets	1,777,805	1,777,805	1,777,805	1,777,805
<b>00203003 - Performance Management</b>	<b>2,527,396</b>	<b>2,527,396</b>	<b>2,527,396</b>	<b>2,527,396</b>
21 - Compensation of Employees [GFS]	2,392,356	2,392,356	2,392,356	2,392,356
22 - Use of Goods and Services	135,040	135,040	135,040	135,040
<b>00203004 - Information Management</b>	<b>1,444,002</b>	<b>1,444,002</b>	<b>1,444,002</b>	<b>1,444,002</b>
21 - Compensation of Employees [GFS]	1,308,963	1,308,963	1,308,963	1,308,963
22 - Use of Goods and Services	135,039	135,039	135,039	135,039

## PART B: BUDGET PROGRAMME SUMMARY

### PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

#### 1. Budget Programme Objectives

- Strengthen management, administration and adherence to internal financial control systems within the civil service.
- Strengthen strategic engagement with relevant institutions to improve conditions of service for all civil service staff for enhanced productivity, motivation and retention.
- Fight corruption to the barest minimum and promote attitudinal change and patriotism.
- Enhance strategic partnerships with all relevant stakeholders to co-create solutions for effective performance management, policy planning, coordination, monitoring and evaluation for national development.

#### 2. Budget Programme Description

The Management and Administration Programme is structured to provide critical administrative and financial services that underpin the effective operation of the Directorates, Departments, and Schools within the Office of the Head of the Civil Service (OHCS). It facilitates the efficient delivery of essential cross-functional support services, ensuring the smooth coordination and successful implementation of objectives across all programmes and sub-programmes. The Programme is implemented by a team of eighty-eight (88) staff from various Directorates and Units including the Finance and Administration Directorate, Reforms Coordinating Unit, Civil Service Council Secretariat, General Services Unit and Internal Audit Unit. Through their collective efforts, the Programme contributes significantly to the overall organisational effectiveness and the achievement of the OHCS's strategic goals.

#### 3. Budget Sub-Programme Results Statement

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

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Committee meetings organised on rewards/sanctions in OHCS	4 committee meetings organised on rewards/sanctions in OHCS	4	2	4	2	4	4	4	4
Management meetings organised	12 Management meetings organized	12	8	12	8	12	12	12	12

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Staff durbars organised	4 staff durbars organized	4	3	4	3	4	4	4	4
Audit Committee Meetings organised	4 Audit Committee meetings organised	4	3	4	3	4	4	4	4
Entity Tender Committee meetings organised	4 Entity Tender Committee meetings organised	4	3	4	3	4	4	4	4
Civil Service Council meeting organised	No. of minutes produced	4	4	4	1	4	4	4	4
Council sub-committee meetings organised	No. of minutes produced	-	-	-	-	8	8	8	8
Applications for contracts received and processed	No of contract applications received and processed	11	28	11	4	11	11	11	11
Petitions received and processed	No. of petitions received and processed	12	11	12	6	12	12	12	12
Disciplinary cases received and processed	No. Of disciplinary cases received and processed	12	43	12	6	12	12	12	12
Secretariat meetings organised	No. Of minutes produced	12	12	12	9	12	12	12	12
Promotions processed and conveyed	Number of promotions conveyed	4000	3271	3900	92	3900	4000	3900	4000
Officers to Category A received and processed	No. Of eligible Officers processed to PSC	9	9	10	0	10	10	10	10
Officers to Category B received and processed	No. Of eligible officers processed to PSC	90	100	104	0	100	100	100	100
Sensitization of OHCS staff on NACAP	Number of staff sensitized on NACAP	150	170	150		200	200	200	200
Recognition and awards for excellent	Number of Civil Service Staff Awarded	200	133	140	118	150	150	150	150

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
performance in the CS									
Production of Civil Service Annual Performance 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 organized for rewarding deserving CS staff	4	1	4	1	4	4	4	4
Review of Documents (Civil Service Act and Admin Instructions)	No. of stakeholder engagements conducted on the review of the Civil Service Act	1	1	2	0	0	0	0	0
	No of stakeholder engagements conducted on the review of Administrative Instructions	0	0	2	0	2	2	2	2
Coordination and Monitoring of Reforms in the Civil Service	No. of meetings for the Committee on Administrative Reforms	2	2	2	2	2	2	2	2
	No. of monitoring exercises held	1	1	1	1	1	1	1	1
Strengthening OHCS Bureaucracy Lab	No. of proposals produced	2	2	2	2	2	2	2	2
	No. of research conducted	2	2	2	2	2	2	2	2
Sensitization of OHCS staff on the Right to Information (RTI)	No. of staff sensitized on RTI	1	1	1	0	1	1	1	1
Management of OHCS Client Service Operations	No. of Administrative Protocol Documents printed	500	1000	1000		1000	1000	1000	1000

#### 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
Organising Head of Civil Service meetings with CDs/HODs	Procure Vehicles for OHCS and all Departments
Organising Entity Tender Committee meetings	Refurbish OHCS/Annex Building
Organising Fixed Asset Coordinating Unit Meetings	Procure computers and Accessories
Organising Audit Committee Meetings	Procuring of office equipment
Processing Contract Applications/Limited Engagement	
Facilitate the Processing of Category A Appointments & Category B Promotions)	
Facilitate the meetings of the Civil Service Council	
Processing receipt of petitions	
Process receipt of Disciplinary case	
Servicing of Secretariat meetings	
Facilitate the processing of Appointments, promotions, upgrading and conversions of all Civil Servants	
Facilitate the final validation processes	
Production of Annual Performance Report	
Implementation and Reporting of NACAP Activities	
Review of CS Act and other Document and Coordination of Decentralisation Activities	
Coordinating and Monitoring Reforms and Policies in the Civil Service	
Organisation of Civil Service Week	
Strengthening OHCS Bureaucracy Lab	
Coordinating the Implementation of RTI in the Civil Service	





## 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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
<b>00201 - Management and Administration</b>	<b>22,358,822</b>	<b>22,358,822</b>	<b>22,358,822</b>	<b>22,358,822</b>
00201000 - Management and Administration	22,358,822	22,358,822	22,358,822	22,358,822
21 - Compensation of Employees [GFS]	16,797,669	16,797,669	16,797,669	16,797,669
22 - Use of Goods and Services	3,961,153	3,961,153	3,961,153	3,961,153
31 - Non financial assets	1,600,000	1,600,000	1,600,000	1,600,000

## **PROGRAMME 2: INSTITUTIONAL DEVELOPMENT**

### **1. Budget Programme Objectives**

- Strengthen integrated digital systems for effective information management, human resource facilities and records management for effective service delivery across the Civil Service.
- Mainstream gender and inclusive issues in the operations and processes of civil service institutions.
- Strengthen management, administration and adherence to internal financial control systems within the Civil Service.
- Strengthen institutional systems and work processes to support government priorities for a resilient and effective delivery in public service institutions.

### **2. Budget Programme Description**

This programme is designed to enhance the effectiveness, operational performance, and service delivery of Ministries, Departments, and Agencies (MDAs), quasi-government entities, and public corporations. It further ensures the efficient management of record systems across public institutions and establishes robust procedures to safeguard public records and archives. By implementing advanced systems, strategic planning initiatives, and standardized procurement and supply chain management practices across the Civil Service, the programme promotes the efficient, effective, and cost-conscious administration of government's non-pay expenditures.

The programme is implemented collaboratively by the Management Services Department (MSD), the Public Records and Archives Administration Department (PRAAD), the Procurement and Supply Chain Management Directorate (PSCMD), and the Internal Audit Department. These institutions operate under four key sub-programmes, Institutional Strengthening, Records Management, Procurement Management, and Internal Audit Management, with a combined workforce of three hundred and forty-five (345) officers responsible for its execution. Through their coordinated efforts, the programme drives institutional efficiency and ensures the continuous improvement of public sector management systems.

## PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

### SUB-PROGRAMME 2.1: INSTITUTIONAL STRENGTHENING

#### 1. Budget Sub-Programme Objective

- Strengthen institutional systems and work processes to support government priorities for a resilient and effective delivery in public service institutions.

#### 2. Budget Sub-Programme Description

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

In pursuit of its mandate to ensure that public sector organisations are appropriately structured and operate with optimised work processes for enhanced service delivery, the MSD provides comprehensive management consulting services. These services are delivered through the following key interventions:

- 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 Office measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Office's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Management Review	Management Review report(s) produced	7	6	15	10	10	10	10	10
Establishment Level	Establishment Level report(s) produced	5	1	15	10	10	10	10	10
Organisation Manual	Organisational Manual Report(s) Produced	7	14	15	10	10	10	10	10
Scheme of Service	Scheme of Service	6	4	6	2	2	3	3	3

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
	Report(s) produced								
Clients Service Charter	Client Service Charter report(s) produced	10	11	15	6	10	10	10	10
Staff Capacity development	Number of staff trained	50	56 staff trained	48	35	46	46	46	46

#### 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 and finalise Management Review for MDAs	Procure five (5) vehicles
Develop, review and finalise organisational manuals for MDAs	Procure five (5) Laptop computers, printers and photocopiers
Publicise the role of MSD in Public Sector Improvement and expansion	Procure Ten (10) Air-conditioners
Review work processes for MDAs	Procure Twenty (20) swivel chairs and office desks
Develop, review and finalise Client Service Charters for MDAs	Office refurbishment, facelifting and renovation



## 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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
<b>00202 - Institutional Development</b>	<b>45,440,157</b>	<b>48,539,987</b>	<b>48,539,987</b>	<b>48,539,987</b>
00202002 - Institutional Strengthening	6,984,700	7,072,099	7,072,099	7,072,099
21 - Compensation of Employees [GFS]	6,190,113	6,190,113	6,190,113	6,190,113
22 - Use of Goods and Services	594,588	681,987	681,987	681,987
31 - Non financial assets	200,000	200,000	200,000	200,000
<b>00202003 - Records Management</b>	<b>26,589,824</b>	<b>29,602,255</b>	<b>29,602,255</b>	<b>29,602,255</b>
21 - Compensation of Employees [GFS]	13,062,714	13,062,714	13,062,714	13,062,714
22 - Use of Goods and Services	5,514,679	5,514,679	5,514,679	5,514,679
31 - Non financial assets	8,012,431	11,024,862	11,024,862	11,024,862
<b>00202004 - Procurement Management</b>	<b>10,907,830</b>	<b>10,907,830</b>	<b>10,907,830</b>	<b>10,907,830</b>
21 - Compensation of Employees [GFS]	10,200,641	10,200,641	10,200,641	10,200,641
22 - Use of Goods and Services	507,189	507,189	507,189	507,189
31 - Non financial assets	200,000	200,000	200,000	200,000
<b>00202005 - Internal Audit Management</b>	<b>957,802</b>	<b>957,802</b>	<b>957,802</b>	<b>957,802</b>
21 - Compensation of Employees [GFS]	767,606	767,606	767,606	767,606
22 - Use of Goods and Services	190,196	190,196	190,196	190,196

# PROGRAMME 2: INSTITUTIONAL DEVELOPMENT

## SUB-PROGRAMME 2.2: RECORDS MANAGEMENT

### 1. Budget Sub-Programme Objectives

- Strengthen integrated digital systems for effective information management, human resource facilities and records management for effective service delivery across the Civil Service.

### 2. Budget Sub-Programme Description

This sub-programme is financed by the Government of Ghana (GoG) and Internally Generated Funds (IGF) and is implemented by the Public Records and Archives Administration Department (PRAAD), which has a workforce of one hundred and fifty-eight (158) officers. PRAAD is mandated to ensure that all Civil Service institutions maintain proper and efficient records management systems to support transparency, accountability, and effective governance.

To achieve these objectives, PRAAD undertakes the following key activities:

- 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 Office measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Office's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Review/Development of Records Management Policy for MDAs.	Number of Records Management Policy for MDAs developed.	5	5	5	2	4	6	7	8
Restructure Records Offices of MDAs	Number of Records Offices of MDAs restructured	15	4	8	3	18	15	20	25
Undertake monitoring/ass	Number of Records	20	35	30	5	15	15	40	42



Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Assessment of Records Offices of Public Institutions	Offices of Public Institutions monitored/assessed								
Dispose boxes of scheduled records	Number of boxes disposed	2,600	8,540	5000	6,400	2,600	2,500	2,700	3,000
Bind volumes of newspapers	Number of volumes of newspapers bonded	85	-	40	-	70	75	70	70
Finding Aids for the Search room	Number of Finding Aids updated	4	4	4	-	5	5	5	5
Archival Sheets Digitised	Number of Archival Sheets Digitised	55,000	46,801	53,000	36,851	50,000	55,000	55,000	60,000

#### 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 Records Officers in MDA's	
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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
00202003 - Records Management	26,589,824	26,589,824	26,589,824	26,589,824
21 - Compensation of Employees [GFS]	13,062,714	13,062,714	13,062,714	13,062,714
22 - Use of Goods and Services	5,514,679	5,514,679	5,514,679	5,514,679
31 - Non financial assets	8,012,431	8,012,431	8,012,431	8,012,431

## PROGRAMME 2 : INSTITUTIONAL DEVELOPMENT

### SUB-PROGRAMME 2.3: PROCUREMENT MANAGEMENT

#### 1. Budget Sub-Programme Objectives

- Strengthen management, administration and adherence to internal financial control systems within the civil service.

#### 2. Budget Sub-Programme Description

The Procurement and Supply Chain Management Department (PSCMD), comprising one hundred and thirty-one (131) officers, is responsible for overseeing the implementation of this sub-programme. Funding is provided by the Government of Ghana (GoG). The Department's primary objective is to formulate and implement strategies, plans, and initiatives aimed at standardising procurement and supply chain management processes across the Civil Service to ensure efficiency, transparency, and value for money.

To achieve these objectives, the Department undertakes the following key activities:

- 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 Office measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Office's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Production of Annual performance report	Annual performance report	1	1	1	Mid - year report produced	1	1	1	1
Gender Action Plan Implementation and Reporting	Gender activities organised	2	2	2	1	5	5	6	7
Implementation and Reporting of NACAP Activities	NACAP activities implemented	4	4	4	3	4	4	4	4
Organise Procurement Leads meetings	Organise procurement	4	4	4	3	4	4	4	4

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
	Leads Meetings								
Develop and Implement Succession Planning guide for Procurement Professionals in the MD's	Mentorship and Coaching of Procurement Professionals	-	-	2	2	4	3	4	5
Organize seminars on health and wellness	Seminars on health and wellbeing of staff	1	1	1	1	2	2	2	2
Research on training needs for Procurement Practitioners across MDs	Conduct research on training needs	1	1	3	2	2	2	3	3
Monitoring Activities in 46 MDs	Monitor and evaluate procurement activities in MDs	15	16	52	23	52	52	52	52
organize management meetings	Monthly management meetings to be organized	12	12	12	8	12	12	12	12
Training Programme / Workshop for Procurement Professionals	Training workshops organized	4	4	4	4	4	4	5	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
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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
00202004 - Procurement Management	10,907,830	10,907,830	10,907,830	10,907,830
21 - Compensation of Employees [GFS]	10,200,641	10,200,641	10,200,641	10,200,641
22 - Use of Goods and Services	507,189	507,189	507,189	507,189
31 - Non financial assets	200,000	200,000	200,000	200,000

## **PROGRAMME 2: INSTITUTIONAL DEVELOPMENT**

### **SUB-PROGRAMME 2.4: INTERNAL AUDIT MANAGEMENT**

#### **1. Budget Sub-Programme Objectives**

- Strengthen management, administration and adherence to internal financial control systems within the civil service.

#### **2. Budget Sub-Programme Description**

The Internal Audit Department staffed with six (6) officers oversees this sub-programme. Funding is by the Government of Ghana (GoG). Its goal is to support the effective operations of the Internal Audit Units within Ministries, Departments and Agencies by addressing staffing needs and movements, as well as implementing requisite needs. These objectives are achieved by:

- Ensuring the equitable distribution of Internal Audit staff across Ministries, Departments, and Agencies (MDAs) through strategic postings, secondments, and staff conversions.
- Guaranteeing that Internal Auditors serve the requisite number of years at their assigned MDAs to gain relevant experience.
- Providing training for newly recruited Internal Auditors at the Office of the Head of the Civil Service (OHCS) prior to their deployment to respective institutions.
- Delivering ongoing professional and technical training to Internal Audit staff to equip them with the necessary skills for effective performance.
- Monitoring the activities of Internal Audit Units to ensure compliance with applicable laws and regulations.
- Offering counselling and consultancy services addressing issues affecting Internal Auditors within MDAs.
- Facilitating the promotion processes for Internal Audit personnel.
- Liaising with the Internal Audit Agency to plan and implement staffing policies for MDAs.
- Coordinating and monitoring the operations of Internal Audit Units across MDAs to enhance efficiency and effectiveness.

### 3. Budget Sub-Programme Results Statement

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

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Posting and Secondment of eligible Internal Auditors	No. of eligible Internal Auditors posted and seconded	60	43	120	31	80	80	80	80
Monitoring of Internal Audit Units	No. of Internal Audit Units monitored	35	30	30	26	30	30	30	30
Review of Risk Register and Risk Policy.	No. of Risk Register and Risk Policy reviewed	6	6	6	6	6	6	6	6
Training of newly recruited Internal Auditors	No. of newly recruited Internal Auditors trained	30	20	30	0	25	30	35	40
Training of Internal Auditors	No. of Internal Auditors trained	180	150	180	150	180	200	220	240
Workshop for Senior and Principal Internal Auditors	No. of workshop organised for Senior and Principal Internal Auditors	160	120	160	150	160	160	160	160
Workshop for Chiefs going for Director grade	No. of workshop organised for Chiefs going for Director grade	60	45	60	54	80	85	90	100
Research and survey	No. of Research and survey conducted	1	1	1	1	1	1	1	1



Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Follow-up on postings and Secondment	No. of follow-ups on postings and Secondment conducted	0	0	0	0	60	70	80	100
Meetings with agencies before secondment	No. of meetings organised with agencies before secondment	0	0	0	0	20	25	30	40

#### 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
Facilitate rational and even deployment of skills within the Civil Service	
Training and development of Internal Auditors	



## 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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
<b>00203 - Human Resource Management</b>	<b>29,371,997</b>	<b>31,173,516</b>	<b>31,173,516</b>	<b>31,173,516</b>
<b>00203001 - Recruitment and Promotions</b>	<b>7,588,562</b>	<b>7,588,562</b>	<b>7,588,562</b>	<b>7,588,562</b>
21 - Compensation of Employees [GFS]	1,453,523	1,453,523	1,453,523	1,453,523
22 - Use of Goods and Services	6,135,039	6,135,039	6,135,039	6,135,039
<b>00203002 - Training and Development</b>	<b>17,812,037</b>	<b>19,613,556</b>	<b>19,613,556</b>	<b>19,613,556</b>
21 - Compensation of Employees [GFS]	13,711,216	15,512,735	15,512,735	15,512,735
22 - Use of Goods and Services	2,323,016	2,323,016	2,323,016	2,323,016
31 - Non financial assets	1,777,805	1,777,805	1,777,805	1,777,805
<b>00203003 - Performance Management</b>	<b>2,527,396</b>	<b>2,527,396</b>	<b>2,527,396</b>	<b>2,527,396</b>
21 - Compensation of Employees [GFS]	2,392,356	2,392,356	2,392,356	2,392,356
22 - Use of Goods and Services	135,040	135,040	135,040	135,040
<b>00203004 - Information Management</b>	<b>1,444,002</b>	<b>1,444,002</b>	<b>1,444,002</b>	<b>1,444,002</b>
21 - Compensation of Employees [GFS]	1,308,963	1,308,963	1,308,963	1,308,963
22 - Use of Goods and Services	135,039	135,039	135,039	135,039

## **PROGRAMME 3: HUMAN RESOURCE DEVELOPMENT**

### **1. Budget Programme Objectives**

- Strengthen integrated digital systems for effective information management, human resource facilities and records management for effective service delivery across the Civil Service
- Strengthen strategic engagement with relevant institutions to improve conditions of service for all civil service staff for enhanced productivity, motivation and retention.
- Improve training standards and delivery in OHCS training institutions and effective coordination of training programmes for the continuous professional development of Civil Service staff.

### **2. Budget Programme Description**

The Human Resource Development Programme is designed to identify and deploy the optimal mix of skills necessary for the effective implementation of sector plans, programmes, and projects aimed at accelerating national development. It also ensures that Ministries, Departments, and Agencies (MDAs) are appropriately structured and equipped to deliver high-quality, efficient, and responsive public services.

The programme is implemented through 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 combined staff strength of two hundred and fifty-two (252).

The RTDD has oversight responsibility for the three (3) Civil Service Training Institutions namely, the Civil Service Training Centre (CSTC), the Government Secretarial School (GSS), and the Institute of Technical Supervision (ITS), which provide capacity-building and professional development programmes for Civil Service personnel.

The programme is structured around four (4) key sub-programmes: Recruitment and Promotions, Training and Development, Performance Management, and Information Management, each contributing to the enhancement of human capital and institutional performance across the Civil Service.

## PROGRAMME 3: HUMAN RESOURCE DEVELOPMENT

### SUB-PROGRAMME 3.1: RECRUITMENT AND PROMOTIONS

#### 1. Budget Sub-Programme Objective

- Strengthen integrated digital systems for effective information management, human resource facilities and records management for effective service delivery across the Civil Service
- Strengthen strategic engagement with relevant institutions to improve conditions of service for all civil service staff for enhanced productivity, motivation and retention.

#### 2. Budget Sub-Programme Description

The Career Management Directorate (CMD), comprising twenty-one (21) staff, is responsible for implementing this sub-programme, which is financed through budgetary allocations from the Government of Ghana (GoG). The sub-programme is designed 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 Office measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Office's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Staff recruited and inducted into the civil service	Number of staff recruited into the civil service	1,800	967	400	16	450	550	500	600
Human resource development	Sensitisation workshops on new Schemes of Services	-	-	-	-	4	4	4	4
	No. of HR facilities processed	650	650	800	509	1,500	1,500	1,600	1,600
	No. of Officers promoted	5,300	5,300	5,500	5,324	5,500	6,000	6,000	5,000

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
	No. of Officers posted	450	450	526	526	400	400	400	400
	Succession plan framework developed/reviewed	10	10	1	1	2	10	2	30
	No. of salary related issues resolved	48	48	20	12	25	25	25	65
Institutional development	No. of personnel records updated	3,200	3,200	4,000	2,854	4,000	4,500	4,500	4,500
	No. of HR facilities processed	650	650	509	509	650	750	750	750
	No. of HR facilities processed digitally					650	750	750	750

#### 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
Sensitize and implement new Schemes of Service	Refurbish personnel records registry
Organise HR fora	Operationalise real-time use of promotion and HR facilities interface
Conduct service-wide promotions	
Digitise service-wide personnel records	
Facilitate rational and even deployment of skills within the Civil Service	
Operationalise succession plan framework	
Monitor implementation of performance appraisal, scheme of service and other promotion related documents	
Onsite vetting of promotion documents at Ministries and Departments	
Counsel Civil Service Staff	

# PROGRAMME 3: HUMAN RESOURCE MANAGEMENT

## SUB-PROGRAMME 3.2: TRAINING AND DEVELOPMENT

### 1. Budget Sub-Programme Objectives

- Strengthen strategic engagement with relevant institutions to improve conditions of service for all civil service staff for enhanced productivity, motivation and retention.
- Improve training standards and delivery in OHCS training institutions and effective coordination of training programmes for the continuous professional development of Civil Service staff.

### 2. Budget Sub-Programme Description

The Recruitment, Training, and Development Directorate (RTDD), together with the three (3) Civil Service Training Institutions, serves as the primary implementing body for this sub-programme. The combined staff strength of these institutions stands at one hundred and ninety-two (192) officers. Funding for the sub-programme is sourced from budgetary allocations by the Government of Ghana (GoG) and Internally Generated Funds (IGF) from the Training Institutions:

- 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 Office measures the performance of this sub-programme. The past data indicates actual performance whilst the projections are the Office's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Civil Service staff trained in SOS/Competency Based Service Wide	Number of Civil Service staff trained in SOS/Competency Based Service Wide	6,500	4,822	6,000	7,063	7500	8,000	8,500	7,500
Officers trained service wide on Policy from Other Institutions (National and International)	Number of Officers trained service wide on Policy from Other Institutions (National and International)	15	4	5	0	5	5	5	5
Study leave requests granted	Number of study leave requests granted	70	76	70	24	90	100	100	90
Staff inducted into the civil service	Number of staff inducted into the civil service	600	0	600	967	500	550	500	600

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Training impact surveys conducted in the civil service	Number of training impact surveys conducted in the civil service	2	2	2	4	2	2	2	2
Training Needs Assessment reports generated (TNA)	Number of Training Needs Assessment reports generated (TNA)	6	9	7	6	8	9	10	12
Training manuals reviewed and distributed	Number of Training manuals reviewed and distributed	28	28	30	16	32	34	35	38
Scheme of Service/ Competency based training organised	Number of Scheme of Service training organised	39	18	39	26	39	39	44	46
Competency-Based trainings organised	Number of Competency-Based trainings organised	48	40	53	25	58	63	68	70
Officers participating in the Mandatory Competency assessment	Number of Officers participating in the Mandatory Competency assessment	1,100	1,759	1,200	2,024	1,500	1,600	1,800	2,500

#### 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	Improve ICT and E-Learning Infrastructure through collaboration with JICA
Training of Civil Service Staff	Collaborate with JICA to conduct next third country training programme
Study Leave Administration	Strengthen LMS facility for the conduct of assessment exercises
Conduct Mandatory Competency Based Assessments	Procurement of equipment for establishing a server room and E-Library
Evaluate Impact of Training	Procurement of office furniture, student desks and chairs and laptop computers
	Procurement of student beds and mattresses
	Procurement of vehicles
	Construction of Accra hostel kitchen, renovation of Accra hostel, renovation of Sekondi Principal bungalow and construction of Kumasi fence wall
	Procurement of office furniture, student desks and chairs and laptop computers





## 2.8. Budget by Chart of Account

### 8 - Sub-Programme and Natural Account

**Entity:** 002 - Office of the Head of Civil Service

**Funding:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
00203001 - Recruitment and Promotions	7,588,562	7,588,562	7,588,562	7,588,562
21 - Compensation of Employees [GFS]	1,453,523	1,453,523	1,453,523	1,453,523
22 - Use of Goods and Services	6,135,039	6,135,039	6,135,039	6,135,039

# PROGRAMME 3: HUMAN RESOURCE MANAGEMENT

## SUB-PROGRAMME 3.3: PERFORMANCE MANAGEMENT

### 1. Budget Sub-Programme Objectives

- Strengthen integrated digital systems for effective information management, human resource facilities and records management for effective service delivery across the Civil Service
- Strengthen strategic engagement with relevant institutions to improve conditions of service for all civil service staff for enhanced productivity, motivation and retention.

### 2. Budget Sub-Programme Description

The Planning, Budgeting, Monitoring, and Evaluation Directorate (PBMED), with a staff strength of nineteen (19) officers, is responsible for implementing this sub-programme, which is funded by the Government of Ghana (GoG). The sub-programme is aimed at operationalising a Performance Management System (PMS) for the Civil Service to promote accountability, enhance productivity, and improve overall institutional effectiveness.

### 3. Budget Sub-Programme Results Statement

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

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Participation rate in the Electronic Staff Performance Report (E-SPAR) System	Number of eligible officers who participated in the service-wide Electronic Staff Performance Appraisal Report (e-SPAR) as expressed as a percentage of the number assessed					87%	89%	90%	91%
Eligible Officers ranked excellent (85% and above) in the end-of-	Number of eligible Officers ranked excellent (85% and above) in the end-of-year E-SPAR as expressed as a percentage of the number assessed					19%	20%	21%	23%

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
year E-SPAR									
CDs rated excellent (95% score and above) in the Evaluation of Chief Directors' Performance Agreements	Percentage of CDs rated excellent (95% score and above) in the Evaluation of Chief Directors' Performance Agreements expressed as a percentage of the total number assessed					31%	32%	33%	34%
Percentage CDs who Sign Performance Agreement	Number of CDs who signed PA expressed as a percentage of the total number of CDs expected/available to sign					96%	100%	100%	100%
Percentage of Heads of Departments and Heads of Chanceries rated Excellent (95% and above) in the Evaluation of Heads of Departments and Heads of Chanceries Performance Agreements	Number of Heads of Departments and Heads of Chanceries who score 95% and above in the end-of-year evaluation expressed as a percentage of the total number assessed					15%	17%	20%	22%
Percentage of Directors and Analogous Grades rated Excellent (95% and above) in the Evaluation	Number of Directors and Analogous Grades who score 95% and above in the end-of-year evaluation expressed as a percentage of the					18%	20%	22%	23%

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
of Directors and analogous Grades Performance Agreements	total number assessed								
Percentage of Civil Service Institutions complying with 70% and above of their Service Delivery Standards	Number of Civil Service Institutions complying with 70% and above of their Service Delivery Standards expressed as a percentage of the number of Civil Service institutions	-	-	-	-	50	55	60	65
Percentage of Civil Service Institutions with approved Client Service Charters published on their website	Number of Civil Service Institutions with approved Client Service Charters published on their website expressed as a percentage of the number of Civil Service institutions					70%	80%	85%	90%

#### 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:	Coordinate the expansion of the E-SPA system to cover Heads of Departments and Directors/Analogous
2025 Chief Directors' Evaluation	
Signing of 2026 Chief Directors' Agreement	
Monitoring of 2026 of Chief Directors' Agreement	
Signing and monitoring of 2026 Directors/HoDs Agreement	
Monitoring of 2026 of HoDs Agreement	
Train Directors / Analogous and Heads of Departments, Chanceries, Institutions and Secretariats on the expanded E-SPAR system	
Pilot and monitor the operationalisation of the expanded E-SPAR system to cover Directors / Analogous and Heads of Departments, Chanceries, Institutions and Secretariats	
Analysing and reporting on E-SPAR	
Setup service-wide PBMED Platform and organise mid and end of year knowledge sharing sessions	
Implementation of OHCS SMTDP: Reporting on 2026-2029 OHCS SMTDP	
Implementation of OHCS 2026 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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
00203002 - Training and Development	17,812,037	17,812,037	17,812,037	17,812,037
21 - Compensation of Employees [GFS]	13,711,216	13,711,216	13,711,216	13,711,216
22 - Use of Goods and Services	2,323,016	2,323,016	2,323,016	2,323,016
31 - Non financial assets	1,777,805	1,777,805	1,777,805	1,777,805

# PROGRAMME 3: HUMAN RESOURCE MANAGEMENT

## SUB-PROGRAMME 3.4: INFORMATION MANAGEMENT

### 1. Budget Sub-Programme Objectives

- Strengthen integrated digital systems for effective information management, human resource facilities and records management for effective service delivery across the Civil Service

### 2. Budget Sub-Programme Description

The Research, Statistics, and Information Management Directorate (RSIMD), staffed by twenty (20) personnel, is responsible for implementing this sub-programme, which is funded through budgetary allocations from the Government of Ghana (GoG). The sub-programme aims to:

- Promote ICT awareness within the Civil Service
- Ensure the efficient operation of ICT systems to enhance productivity.
- Analyse data to provide evidence-based insights.
- Support human resource policy development and decision-making.
- Process payroll for Civil Service employees accurately and timely.
- Manage vacancy creation for Ministries and Departments

### 3. Budget Sub-Programme Results Statement

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

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Reports on Monitoring the E-SPAR system	Number of reports on Monitoring the E-SPAR system	3	3	3	2	3	3	3	3
Report on Research or survey conducted	Number of Research or survey conducted	1	1	2	-	1	1	1	2
Report on Status of operationalization of the Smart Workplace System	Number of Status reports on Smart Workplace system produced	2	2	2	1	2	2	2	2

Main Outputs	Output Indicator	Past Years				Projections			
		2024		2025		Budget Year 2026	Indicative Year 2027	Indicative Year 2028	Indicative Year 2029
		Target	Actual	Target	Actual				
Updates and reports on Civil Service HR Database	Number of Civil Service Staff HR data analysed and updated (HR Database)	12,000	12,000	3,000	2,110	3,000	3,000	3,000	3,000
Input forms processed	Number of input forms processed	4,000	4,683	4,000	3,721	4,000	4,000	4,000	4,000
Salary related issues resolved	Number of salary related issues resolved	500	578	500	239	500	500	500	500
Percentage of vacancies created out of the total number of requests submitted	Number of requests for vacancy creation submitted to PSC	85%	100%	85%	100%	85%	85%	85%	85%



#### 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 one emerging issue in the Civil Service	Procurement of IT equipment
Processing of input forms on IPPD II Database and resolve of salary related issues	Operationalisation of OHCS E-Library
Smart Workplace operationalisation and monitoring of its usage	Expansion of E-SPAR
Creation of Job Vacancy	Visitor Management System
Maintenance and Servicing of IT equipment	OHCS E-File System
Management of OHCS Website	Upgrade and rewiring of the Network Infrastructure
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:** Total Source of Funding

**Year:** 2026 | **Currency:** Ghana Cedi (GHS)

**Version 1**

	2026	2027	2028	2029
00203003 - Performance Management	2,527,396	2,527,396	2,527,396	2,527,396
21 - Compensation of Employees [GFS]	2,392,356	2,392,356	2,392,356	2,392,356
22 - Use of Goods and Services	135,040	135,040	135,040	135,040



## 1.6. Appropriation Bill

Summary of Expenditure by Cost Center, Economic Item and Funding

Entity: 002 - Office of the Head of Civil Service  
Year: FY26 | Currency: Ghana Cedi (GHS)  
Version 1

	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	65,884,801	12,339,871	7,000,000	85,224,672		7,156,068	4,790,236	11,946,304							97,170,976
00201 - Headquarters	22,454,425	10,501,310	1,600,000	34,555,735											34,555,735
0020101 - Finance and Administration	16,797,669	3,961,153	1,600,000	22,358,822											22,358,822
0020101001 - Administration Unit	16,797,669	3,961,153	1,600,000	22,358,822											22,358,822
0020102 - Planning, Budgeting, Monitoring and Evaluation	2,392,356	135,040		2,527,396											2,527,396
0020102001 - PPME Unit	2,392,356	135,040		2,527,396											2,527,396
0020103 - Career Management Directorate	1,453,523	6,135,039		7,588,562											7,588,562
0020103001 - Career Management Unit	1,453,523	6,135,039		7,588,562											7,588,562
0020105 - Recruitment, Training Development Directorate	501,914	135,039		636,953											636,953
0020105001 - Recruitment, Training Development Unit	501,914	135,039		636,953											636,953
0020106 - Research, Statistics and Information Management Directorate	1,308,963	135,039		1,444,002											1,444,002
0020106001 - Research, Statistics and Information Management Unit	1,308,963	135,039		1,444,002											1,444,002
00202 - Management Services Division	6,190,113	507,189	200,000	6,897,302		87,399		87,399							6,984,700
0020201 - General Administration	6,190,113	507,189	200,000	6,897,302		87,399		87,399							6,984,700
0020201001 - Administration HQ	6,190,113	507,189	200,000	6,897,302		87,399		87,399							6,984,700
00203 - Public Records and Archives Administration Department	13,062,714	633,987	5,000,000	18,696,701		4,880,692	3,012,431	7,893,123							26,589,824
0020301 - General Administration	13,062,714	633,987	5,000,000	18,696,701		4,880,692	3,012,431	7,893,123							26,589,824
0020301001 - Administration Unit	13,062,714	633,987	5,000,000	18,696,701		4,880,692	3,012,431	7,893,123							26,589,824
00204 - Procurement and Supply Chain Management Department	10,200,641	507,189	200,000	10,907,830											10,907,830
0020401 - Procurement and Supply Chain Management Department	10,200,641	507,189	200,000	10,907,830											10,907,830
0020401001 - Procurement Unit	10,200,641	507,189	200,000	10,907,830											10,907,830
00209 - Institute of Technical Supervision	2,771,276			2,771,276		215,257		215,257							2,986,533
0020901 - Headquarters	2,771,276			2,771,276		215,257		215,257							2,986,533
0020901001 - Headquarters-General Administration	2,771,276			2,771,276		215,257		215,257							2,986,533
00210 - Government Secretariat School-Parent	6,022,916			6,022,916		672,126	502,620	1,174,746							7,197,662
0021001 - Headquarters	6,022,916			6,022,916		672,126	502,620	1,174,746							7,197,662



## 1.6. Appropriation Bill

Summary of Expenditure by Cost Center, Economic Item and Funding

Entity: 002 - Office of the Head of Civil Service  
Year: FY26 | Currency: Ghana Cedi (GHS)  
Version 1

	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	
0021001001 - General Administration	6,022,916			6,022,916		672,126	502,620	1,174,746							7,197,662
00211 - Civil Service Training Centre-Parent	4,415,110			4,415,110		1,300,594	1,275,185	2,575,779							6,990,889
0021101 - Civil Service Training Centre-Headquarters	4,415,110			4,415,110		1,300,594	1,275,185	2,575,779							6,990,889
0021101001 - General Administration	4,415,110			4,415,110		1,300,594	1,275,185	2,575,779							6,990,889
00212 - Internal Audit Dept.	767,606	190,196		957,802											957,802
0021201 - Internal Audit Dept. Office	767,606	190,196		957,802											957,802
0021201001 - Internal Audit Dept. Unit	767,606	190,196		957,802											957,802





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