

GHANA EDUCATION SERVICE

In case of reply the number and date of this letter should be quoted



REPUBLIC of GHANA

Ref. No. GES/ HRMD/SEC/S-RI/08/25/2

HEADQUARTERS

Ministry Branch Post Office

P.O. Box M. 45

ACCRA

16th August 2024

**TO ALL:
REGIONAL DIRECTORS OF EDUC.**

REQUEST FOR SPECIMEN SIGNATURES OF COST-CENTER MANAGERS

Management extends its warmest regards.

As part of Management's effort in addressing salary-related issues, a strong Technical Working Team comprising Management of Ghana Education Service and Controller and Accountant-General's Department has been formed.

It has become imperative to have specimen signatures of all Heads of Institutions under Ghana Education Service as a measure to curb falsification of documents and also to enable easy identification in order to enhance turn-around time in the processing of documents at both Headquarters and Controller and Accountant-General's Department (CAGD).

You are thus being informed to notify all cost-center Managers within your directorate to submit their specimen signatures per the attached template to the Regional Office for compilation and submission by 19th August, 2024 via payroll@ges.gov.gh.

Please note: The submission should be a compilation of all institutions within the region. Submission by individuals shall not be accepted.

Please find attached the template.

A handwritten signature in blue ink, appearing to read 'Angela'.

ANGELA FRIMPOMAA NKANSAH (MS)
Ag. DIRECTOR, HRMD
For: DIRECTOR-GENERAL

Cc:

The Deputy Director-General (MS), GES Hqtrs., Accra
The Deputy Director-General (Q&A), GES Hqtrs., Accra
The Ag. Financial Controller, GES Hqtrs., Accra
The Chief Internal Auditor, Audit Unit, GES Hqtrs., Accra
The Head, Legal Unit. GES Hqtrs., Accra

GHANA EDUCATION SERVICE

REQUEST FOR SPECIMEN SIGNATURES OF COST CENTER MANAGERS

REGION:

DISTRICT:

LOCATION/TOWN:

CONTACT NUMBER:

S/N	NAME OF INSTITUTION/COST CENTER	NAME OF COST CENTER MANAGER	SCHEDULE/ POSITION	SPECIMEN SIGNATURE "A"	SPECIMEN SIGNATURE "B"
1.					
2.					
3.					

NB:

1. Regional Directors are to collate this data from all levels as pdf and submit to Director HR via email: angela.frimpongmaa@ges.gov.gh by Cob Monday 19th August, 2024.
2. No individual school or district should send directly to the mail.