

GHANA EDUCATION SERVICE

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



District Education Office
Central Gonja.

P. O. Box BP 30
Buipe

Email: centralgonja.ded@ges.gov.gh

My Ref. No. GES NR CGD SB 10 V 2

Your Ref. No. _____

11th October, 2024

PAYROLL AUDIT CENTRAL GONJA DISTRICT – BUIPE

I write to invite all teaching staff of Ghana Education Service to avail themselves for auditing on the schedule dates stated below.

All teachers are reminded to come along with the following documents.

1. School payment voucher (September, 2024)
2. 1st appointment letter
3. Promotion letter (s)
4. Last upgrading letter
5. Intra – district reposting letter (if any)
6. National ID
7. Inter-District/Regional reposting letter to the district
8. August and September, 2024 pay slips
9. Personal file from the office
10. Personal record form
11. Sick/leave/permission letters (if any)
12. Study leave letter (if any)
13. Teachers attendance book

Come in person and not to delegate.

Below are the schedule dates and venue for the auditing

S/NO.	CIRCUIT	DATE	VENUE	REMARK
1.	SHERI	22 – 10 – 2024	D. E. O.	
2.	CHAMA	23 – 10 – 2024	D. E. O.	
3.	MPAHA	24 – 10 – 2024	D. E. O.	
4.	MANKPAN	28 – 10 – 2024	D. E. O.	
5.	SANKPALA	29 – 10 – 2024	D. E. O.	
6.	YAPEI	30 – 10 – 2024	D. E. O.	
7.	KUSAWGU	31 – 10 – 2024	D. E. O.	
8.	BUIPE EAST	04 – 11 – 2024	D. E. O.	
9.	BUIPE WEST	05 – 11 – 2024	D. E. O.	

Counting on your usual cooperation.

NB: Treat as urgent.

VERONICA TAMPOUR – KUUPOL (MRS.)
DISTRICT DIRECTOR OF EDUCATION
CENTRAL GONJA DISTRICT – BUIPE

ALL HEADTEACHERS OF PUBLIC BASIC SCHOOLS

CENTRAL GONJA DISTRICT

ALL HEADMASTERS OF PUBLIC SENIOR HIGH SCHOOLS

CENTRAL GONJA DISTRICT

Cc:
All SISOs
Central Gonja District

K. S.