

# GHANA EDUCATION SERVICE

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

Ref. No. GES/HRMD/ARD/24/002



REPUBLIC of GHANA

HEADQUARTERS  
Ministry Branch Post  
Office  
P.O. Box M. 45  
ACCRA

18<sup>th</sup> November, 2024

ALL REGIONAL DIRECTORS

**RE: DIRECTIVE ON SUBMISSION OF DOCUMENTS TO GES HEADQUARTERS**

Management extends its warmest regards.

Reference is made to the letter "**GES/DD-G)/28/24/140**" dated **31<sup>st</sup> May, 2024** from **Headquarters** regarding the above subject matter.

Management entreats **Staff** and all Offices (**i.e. District, Municipal, Metropolitan and Regional**) to adhere to the above subject matter desisting from directly sending official documents to **other Agencies** especially the **Controller and Accountant General's Department (CAGD)** without passing through the **Ghana Education Service Headquarters**.

The Service will not be held accountable for any document that is eligible for processing but is not processed because it did not go through the appropriate channels.

Counting on your usual cooperation.

Yours sincerely.

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 Financial Controller, GES Hqtrs., Accra.  
The Chief Internal Auditor, GES Hqtrs., Accra.  
The Head, Payroll Unit, GES Hqtrs., Accra.