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2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - OHCS Headquarters
Organisation: 0020101001 - Finance and Administration
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

0020101001 - Finance and Administration	3,512,538
11001 - Central GoG & CF	3,512,538
110105 - Professionalise & modernise Public institutions to be responsive & efficient	1,302,700
00201 - Management and Administration	1,302,700
00201000- Management and Administration	1,302,700
<i>085101 - Internal management of the organisation</i>	760,000
2210101 - Printed Material and Stationery	150,000
22101 - Materials and Office Consumables	150,000
2210201 - Electricity charges	150,000
2210202 - Water	20,000
2210203 - Telecommunications	20,000
2210204 - Postal Charges	5,000
2210205 - Sanitation Charges	12,000
22102 - Utilities	207,000
2210301 - Cleaning Materials	25,000
22103 - General Cleaning	25,000
2210502 - Maintenance and Repairs - Official Vehicles	50,000
2210503 - Fuel and Lubricants - Official Vehicles	120,000
2210515 - Foreign Travel Cost and Expenses	93,000
22105 - Travel and Transport	263,000
2210605 - Maintenance of Machinery and Plant	25,000
2210623 - Maintenance of Office Equipment	40,000
22106 - Repairs and Maintenance	65,000
2210704 - Hire of Venue	10,000
2210708 - Refreshments	40,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - OHCS Headquarters
Organisation: 0020101001 - Finance and Administration
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

22107 - Training, Seminar and Conference Cost	50,000
<i>085501 - Internal Audit Operations</i>	40,000
2210709 - Seminars/Conferences/Workshops - Domestic	40,000
22107 - Training, Seminar and Conference Cost	40,000
<i>086204 - Publications,Campaigns and Programmes</i>	25,000
2210206 - Armed Guard and Security	10,000
22102 - Utilities	10,000
2210801 - Local Consultants Fees	15,000
22108 - Consultancy Expenses	15,000
<i>086301 - Maintenance,Rehabilitation,Refurbishment and Upgrade of existing Assets</i>	462,700
3111204 - Office Buildings	462,700
31112 - Nonresidential buildings	462,700
<i>086402 - Printing and Dissemination of Information</i>	15,000
2210101 - Printed Material and Stationery	15,000
22101 - Materials and Office Consumables	15,000
Unspecified Policy	2,209,838
00201 - Management and Administration	2,209,838
00201000- Management and Administration	2,209,838
<i>Unspecified Operations</i>	2,209,838
2111001 - Established Post	1,371,075
2111501 - Established Post Arrears	31,437
21115 - Compensation Arrears	31,437
2111202 - Bicycle Maintenance Allowance	240
2111203 - Car Maintenance Allowance	7,200
2111208 - Funeral Grants	5,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020101001 - Finance and Administration

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

2111213 - Watchman Allowance	18,336
2111221 - Training Allowance	70,989
2111225 - Boards /Committees /Commissions Allownace	305,563
2111227 - Clothing Allowance	15,361
2111229 - Acting Allowance	26,000
2111233 - Entertainment Allowance	29,210
2111234 - Fuel Allowance	55,440
2111236 - Housing Subsidy/Allowance	9,016
2111238 - Overtime Allowance	22,300
2111241 - Per Diem and Inconvenience Allowance	200,000
2111245 - Domestic Servants Allowance	27,552
2111247 - Utility Allowance	15,120
21112 - Other Allowances	807,326



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020102001 - Planning, Budgeting, Monitoring and Evaluation

Government Function: 70131 - General Personnel Services

Location: 0304304 - Osu Klotey

0020102001 - Planning, Budgeting, Monitoring and Evaluation	664,815
11001 - Central GoG & CF	664,815
110105 - Professionalise & modernise Public institutions to be responsive & efficient	55,000
00201 - Management and Administration	30,000
00201000- Management and Administration	30,000
<i>085301 - Budget Preparation</i>	10,000
2210710 - Staff Development	10,000
22107 - Training, Seminar and Conference Cost	10,000
<i>085802 - Development and Management of Database</i>	20,000
2210801 - Local Consultants Fees	20,000
22108 - Consultancy Expenses	20,000
00202 - Institutional Development	25,000
00202002- Institutional Strengthening	25,000
<i>085602 - Publication and dissemination of Policies and Programmes</i>	25,000
2210101 - Printed Material and Stationery	25,000
22101 - Materials and Office Consumables	25,000
110114 - Strengthen policy formulation planning & M&E processes at all levels	119,358
00202 - Institutional Development	119,358
00202001- Human Resource Management	119,358
<i>085205 - Personnel and Staff Management</i>	54,358
2210101 - Printed Material and Stationery	4,358
22101 - Materials and Office Consumables	4,358
2210701 - Training Materials	30,000
2210704 - Hire of Venue	10,000
2210708 - Refreshments	10,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020102001 - Planning, Budgeting, Monitoring and Evaluation

Government Function: 70131 - General Personnel Services

Location: 0304304 - Osu Klotey

22107 - Training, Seminar and Conference Cost	50,000
<i>085206 - Manpower Skills Development</i>	5,000
2210704 - Hire of Venue	2,000
2210708 - Refreshments	3,000
22107 - Training, Seminar and Conference Cost	5,000
<i>085601 - Planning and Policy Formulation</i>	20,000
2210101 - Printed Material and Stationery	2,000
22101 - Materials and Office Consumables	2,000
2210704 - Hire of Venue	11,000
2210708 - Refreshments	7,000
22107 - Training, Seminar and Conference Cost	18,000
<i>085701 - Management and Monitoring Policies, Programmes and Projects</i>	20,000
2210709 - Seminars/Conferences/Workshops - Domestic	10,000
2210710 - Staff Development	10,000
22107 - Training, Seminar and Conference Cost	20,000
<i>085702 - Evaluation and Impact Assessment Activities</i>	20,000
2210801 - Local Consultants Fees	20,000
22108 - Consultancy Expenses	20,000
Unspecified Policy	490,457
00201 - Management and Administration	490,457
00201000- Management and Administration	490,457
<i>Unspecified Operations</i>	490,457
2111001 - Established Post	435,794
2111203 - Car Maintenance Allowance	5,400
2111213 - Watchman Allowance	4,584



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020102001 - Planning, Budgeting, Monitoring and Evaluation

Government Function: 70131 - General Personnel Services

Location: 0304304 - Osu Klotey

2111227 - Clothing Allowance	3,744
2111233 - Entertainment Allowance	3,744
2111234 - Fuel Allowance	15,120
2111236 - Housing Subsidy/Allowance	9,879
2111245 - Domestic Servants Allowance	7,872
2111247 - Utility Allowance	4,320
21112 - Other Allowances	54,663



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - OHCS Headquarters
Organisation: 0020103001 - Career Management Directorate
Government Function: 70131 - General Personnel Services
Location: 0304304 - Osu Klotey

0020103001 - Career Management Directorate	729,326
11001 - Central GoG & CF	729,326
110105 - Professionalise & modernise Public institutions to be responsive & efficient	26,000
00201 - Management and Administration	26,000
00201000- Management and Administration	26,000
<i>085603 - Policies and Programme Review Activities</i>	26,000
2210101 - Printed Material and Stationery	26,000
22101 - Materials and Office Consumables	26,000
110114 - Strengthen policy formulation planning & M&E processes at all levels	134,000
00202 - Institutional Development	134,000
00202001- Human Resource Management	134,000
<i>085204 - Recruitment, Placement and Promotions</i>	28,880
2210703 - Examination Fees and Expenses	28,880
22107 - Training, Seminar and Conference Cost	28,880
<i>085206 - Manpower Skills Development</i>	69,000
2210701 - Training Materials	24,000
2210709 - Seminars/Conferences/Workshops - Domestic	25,000
2210710 - Staff Development	20,000
22107 - Training, Seminar and Conference Cost	69,000
<i>085701 - Management and Monitoring Policies, Programmes and Projects</i>	36,120
2210709 - Seminars/Conferences/Workshops - Domestic	36,120
22107 - Training, Seminar and Conference Cost	36,120
Unspecified Policy	569,326
00201 - Management and Administration	569,326
00201000- Management and Administration	569,326



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020103001 - Career Management Directorate

Government Function: 70131 - General Personnel Services

Location: 0304304 - Osu Klotey

<i>Unspecified Operations</i>	569,326
2111001 - Established Post	526,342
2111203 - Car Maintenance Allowance	3,600
2111213 - Watchman Allowance	4,584
2111227 - Clothing Allowance	3,744
2111233 - Entertainment Allowance	3,744
2111234 - Fuel Allowance	15,120
2111245 - Domestic Servants Allowance	7,872
2111247 - Utility Allowance	4,320
21112 - Other Allowances	42,984



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020104001 - Procurement and Supply Chain Management Department

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

0020104001 - Procurement and Supply Chain Management Department	303,027
11001 - Central GoG & CF	303,027
110105 - Professionalise & modernise Public institutions to be responsive & efficient	35,000
00201 - Management and Administration	20,000
00201000- Management and Administration	20,000
<i>085101 - Internal management of the organisation</i>	20,000
2210101 - Printed Material and Stationery	10,000
2210102 - Office Facilities, Supplies and Accessories	10,000
22101 - Materials and Office Consumables	20,000
00202 - Institutional Development	15,000
00202002- Institutional Strengthening	15,000
<i>085701 - Management and Monitoring Policies, Programmes and Projects</i>	15,000
2210709 - Seminars/Conferences/Workshops - Domestic	15,000
22107 - Training, Seminar and Conference Cost	15,000
110114 - Strengthen policy formulation planning & M&E processes at all levels	65,880
00202 - Institutional Development	65,880
00202001- Human Resource Management	65,880
<i>085204 - Recruitment, Placement and Promotions</i>	10,880
2210709 - Seminars/Conferences/Workshops - Domestic	10,880
22107 - Training, Seminar and Conference Cost	10,880
<i>085206 - Manpower Skills Development</i>	20,000
2210710 - Staff Development	20,000
22107 - Training, Seminar and Conference Cost	20,000
<i>086203 - Information, Education and Communication</i>	35,000
2210709 - Seminars/Conferences/Workshops - Domestic	35,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020104001 - Procurement and Supply Chain Management Department

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

22107 - Training, Seminar and Conference Cost	35,000
Unspecified Policy	202,147
00201 - Management and Administration	202,147
00201000- Management and Administration	202,147
<i>Unspecified Operations</i>	202,147
2111001 - Established Post	136,615
2111213 - Watchman Allowance	4,584
2111227 - Clothing Allowance	3,744
2111229 - Acting Allowance	18,000
2111233 - Entertainment Allowance	3,744
2111234 - Fuel Allowance	15,120
2111236 - Housing Subsidy/Allowance	8,148
2111245 - Domestic Servants Allowance	7,872
2111247 - Utility Allowance	4,320
21112 - Other Allowances	65,532



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - OHCS Headquarters
Organisation: 0020105001 - Recruitment, Training Development Directorate
Government Function: 70131 - General Personnel Services
Location: 0304304 - Osu Klotey

0020105001 - Recruitment, Training Development Directorate	3,845,173
11001 - Central GoG & CF	2,291,270
110105 - Professionalise & modernise Public institutions to be responsive & efficient	30,000
00202 - Institutional Development	30,000
00202002- Institutional Strengthening	30,000
<i>086301 - Maintenance, Rehabilitation, Refurbishment and Upgrade of existing Assets</i>	30,000
<i>2210709 - Seminars/Conferences/Workshops - Domestic</i>	30,000
22107 - Training, Seminar and Conference Cost	30,000
110114 - Strengthen policy formulation planning & M&E processes at all levels	83,922
00202 - Institutional Development	83,922
00202001- Human Resource Management	83,922
<i>085204 - Recruitment, Placement and Promotions</i>	20,000
<i>2210701 - Training Materials</i>	20,000
22107 - Training, Seminar and Conference Cost	20,000
<i>085206 - Manpower Skills Development</i>	45,582
<i>2210701 - Training Materials</i>	10,000
<i>2210704 - Hire of Venue</i>	20,000
<i>2210708 - Refreshments</i>	15,582
22107 - Training, Seminar and Conference Cost	45,582
<i>085702 - Evaluation and Impact Assessment Activities</i>	10,000
<i>2210709 - Seminars/Conferences/Workshops - Domestic</i>	10,000
22107 - Training, Seminar and Conference Cost	10,000
<i>086204 - Publications, Campaigns and Programmes</i>	8,340
<i>2210711 - Public Education and Sensitization</i>	8,340
22107 - Training, Seminar and Conference Cost	8,340



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00201 - OHCS Headquarters
Organisation: 0020105001 - Recruitment, Training Development Directorate
Government Function: 70131 - General Personnel Services
Location: 0304304 - Osu Klotey

Unspecified Policy	2,177,348
00201 - Management and Administration	2,177,348
00201000- Management and Administration	2,177,348
<i>Unspecified Operations</i>	2,177,348
2111001 - Established Post	2,052,502
2111202 - Bicycle Maintenance Allowance	240
2111203 - Car Maintenance Allowance	3,600
2111213 - Watchman Allowance	9,168
2111227 - Clothing Allowance	7,488
2111233 - Entertainment Allowance	7,488
2111234 - Fuel Allowance	30,240
2111236 - Housing Subsidy/Allowance	17,880
2111238 - Overtime Allowance	24,358
2111245 - Domestic Servants Allowance	15,744
2111247 - Utility Allowance	8,640
21112 - Other Allowances	124,846
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	1,553,902
110105 - Professlise & modernise Public institutions to be respive & efficient	1,338,632
00201 - Management and Administration	1,338,632
00201000- Management and Administration	1,338,632
<i>085101 - Internal management of the organisation</i>	1,338,632
2210101 - Printed Material and Stationery	32,200
2210102 - Office Facilities, Supplies and Accessories	32,000
22101 - Materials and Office Consumables	64,200
2210201 - Electricity charges	256,400



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020105001 - Recruitment, Training Development Directorate

Government Function: 70131 - General Personnel Services

Location: 0304304 - Osu Klotey

2210202 - Water	27,000
2210203 - Telecommunications	71,000
2210204 - Postal Charges	6,000
2210206 - Armed Guard and Security	21,000
22102 - Utilities	381,400
2210301 - Cleaning Materials	33,000
22103 - General Cleaning	33,000
2210502 - Maintenance and Repairs - Official Vehicles	52,000
2210505 - Running Cost - Official Vehicles	56,000
2210514 - Foreign Travel- Per Diem	35,000
2210515 - Foreign Travel Cost and Expenses	30,000
22105 - Travel and Transport	173,000
2210603 - Repairs of Office Buildings	62,000
2210623 - Maintenance of Office Equipment	54,000
22106 - Repairs and Maintenance	116,000
2210706 - Library and Subscription	5,000
2210708 - Refreshments	68,800
2210711 - Public Education and Sensitization	25,000
22107 - Training, Seminar and Conference Cost	98,800
2211101 - Bank Charges	1,000
22111 - Other Charges and Fees	1,000
3112101 - Motor Vehicle	250,000
31121 - Transport equipment	250,000
3112211 - Office Equipment	140,000
31122 - Other machinery and equipment	140,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020105001 - Recruitment, Training Development Directorate

Government Function: 70131 - General Personnel Services

Location: 0304304 - Osu Klotey

3113108 - Furniture and Fittings	81,232
31131 - Infrastructure Assets	81,232
110114 - Strengthen policy formulation planning & M&E processes at all levels	215,270
00202 - Institutional Development	215,270
00202001- Human Resource Management	215,270
<i>085205 - Personnel and Staff Management</i>	35,000
2210710 - Staff Development	35,000
22107 - Training, Seminar and Conference Cost	35,000
<i>085206 - Manpower Skills Development</i>	170,270
2210101 - Printed Material and Stationery	20,270
22101 - Materials and Office Consumables	20,270
2210701 - Training Materials	50,000
2210709 - Seminars/Conferences/Workshops - Domestic	100,000
22107 - Training, Seminar and Conference Cost	150,000
<i>085702 - Evaluation and Impact Assessment Activities</i>	10,000
2210701 - Training Materials	10,000
22107 - Training, Seminar and Conference Cost	10,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020106001 - Research, Statistics and Information Management Directorate

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

0020106001 - Research, Statistics and Information Management Directorate	473,557
11001 - Central GoG & CF	473,557
110105 - Professlise & modernise Public institutions to be respive & efficient	2,000
00201 - Management and Administration	2,000
00201000- Management and Administration	2,000
086102 - Computer hardwares and accessories	2,000
2210623 - Maintenance of Office Equipment	2,000
22106 - Repairs and Maintenance	2,000
110114 - Strengthen policy formulation planning & M&E processes at all levels	103,050
00202 - Institutional Development	103,050
00202001- Human Resource Management	103,050
085801 - Research and Development	7,000
2210710 - Staff Development	7,000
22107 - Training, Seminar and Conference Cost	7,000
085802 - Development and Management of Database	73,148
2210710 - Staff Development	73,148
22107 - Training, Seminar and Conference Cost	73,148
086404 - Information Management	22,902
2210709 - Seminars/Conferences/Workshops - Domestic	22,902
22107 - Training, Seminar and Conference Cost	22,902
Unspecified Policy	368,507
00201 - Management and Administration	368,507
00201000- Management and Administration	368,507
Unspecified Operations	368,507
2111001 - Established Post	308,107



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service

Department: 00201 - OHCS Headquarters

Organisation: 0020106001 - Research, Statistics and Information Management Directorate

Government Function: 70131 - General Personnel Services

Location: 0304302 - Ablekuma South

2111213 - Watchman Allowance	4,584
2111227 - Clothing Allowance	3,744
2111229 - Acting Allowance	12,000
2111233 - Entertainment Allowance	3,744
2111234 - Fuel Allowance	15,120
2111236 - Housing Subsidy/Allowance	9,016
2111245 - Domestic Servants Allowance	7,872
2111247 - Utility Allowance	4,320
21112 - Other Allowances	60,400



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00202 - Management Services Division
Organisation: 0020201001 - General Administration HQ
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

0020201001 - General Administration HQ	1,484,013
11001 - Central GoG & CF	1,484,013
110105 - Professionalise & modernise Public institutions to be responsive & efficient	149,000
00201 - Management and Administration	109,000
00201000- Management and Administration	109,000
<i>085101 - Internal management of the organisation</i>	109,000
2210101 - Printed Material and Stationery	15,850
22101 - Materials and Office Consumables	15,850
2210201 - Electricity charges	25,000
2210202 - Water	3,000
2210203 - Telecommunications	4,150
22102 - Utilities	32,150
2210502 - Maintenance and Repairs - Official Vehicles	5,000
2210503 - Fuel and Lubricants - Official Vehicles	15,000
22105 - Travel and Transport	20,000
2210603 - Repairs of Office Buildings	25,000
2210606 - Maintenance of General Equipment	10,000
2210614 - Traditional Authority Property	3,000
22106 - Repairs and Maintenance	38,000
2210706 - Library and Subscription	3,000
22107 - Training, Seminar and Conference Cost	3,000
00202 - Institutional Development	40,000
00202002- Institutional Strengthening	40,000
<i>085203 - Scheme of Service</i>	10,000
2210101 - Printed Material and Stationery	10,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00202 - Management Services Division
Organisation: 0020201001 - General Administration HQ
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

22101 - Materials and Office Consumables	10,000
<i>085603 - Policies and Programme Review Activities</i>	28,000
2210709 - Seminars/Conferences/Workshops - Domestic	28,000
22107 - Training, Seminar and Conference Cost	28,000
<i>086204 - Publications,Campaigns and Programmes</i>	2,000
2210711 - Public Education and Sensitization	2,000
22107 - Training, Seminar and Conference Cost	2,000
110114 - Strengthen policy formulation planning & M&E processes at all levels	21,000
00202 - Institutional Development	21,000
00202001- Human Resource Management	21,000
<i>085206 - Manpower Skills Development</i>	21,000
2210710 - Staff Development	21,000
22107 - Training, Seminar and Conference Cost	21,000
Unspecified Policy	1,314,013
00202 - Institutional Development	1,314,013
00202002- Institutional Strengthening	1,314,013
<i>Unspecified Operations</i>	1,314,013
2111001 - Established Post	1,159,784
2111203 - Car Maintenance Allowance	12,600
2111208 - Funeral Grants	5,000
2111213 - Watchman Allowance	4,584
2111221 - Training Allowance	25,000
2111225 - Boards /Committees /Commissions Allownace	30,000
2111227 - Clothing Allowance	3,744
2111233 - Entertainment Allowance	3,744



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00202 - Management Services Division
Organisation: 0020201001 - General Administration HQ
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

2111234 - Fuel Allowance	15,120
2111236 - Housing Subsidy/Allowance	9,325
2111238 - Overtime Allowance	2,920
2111241 - Per Diem and Inconvenience Allowance	30,000
2111245 - Domestic Servants Allowance	7,872
2111247 - Utility Allowance	4,320
21112 - Other Allowances	154,229



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00203 - Public Records and Archives Administration Department
Organisation: 0020301001 - General Administration HQ
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

0020301001 - General Administration HQ	1,810,034
11001 - Central GoG & CF	1,784,852
110105 - Professionalise & modernise Public institutions to be responsive & efficient	166,750
00201 - Management and Administration	105,750
00201000- Management and Administration	105,750
<i>085101 - Internal management of the organisation</i>	105,750
2210101 - Printed Material and Stationery	6,500
22101 - Materials and Office Consumables	6,500
2210201 - Electricity charges	15,000
2210202 - Water	1,500
2210203 - Telecommunications	8,000
2210204 - Postal Charges	250
2210206 - Armed Guard and Security	2,500
2210207 - Fire Fighting Accessories	2,500
22102 - Utilities	29,750
2210301 - Cleaning Materials	4,500
22103 - General Cleaning	4,500
2210502 - Maintenance and Repairs - Official Vehicles	13,000
2210505 - Running Cost - Official Vehicles	6,500
22105 - Travel and Transport	19,500
2210603 - Repairs of Office Buildings	30,000
2210606 - Maintenance of General Equipment	5,500
22106 - Repairs and Maintenance	35,500
2210706 - Library and Subscription	1,000
2210708 - Refreshments	9,000



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00203 - Public Records and Archives Administration Department
Organisation: 0020301001 - General Administration HQ
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

22107 - Training, Seminar and Conference Cost	10,000
00202 - Institutional Development	61,000
00202002- Institutional Strengthening	61,000
<i>086204 - Publications, Campaigns and Programmes</i>	25,000
2210709 - Seminars/Conferences/Workshops - Domestic	25,000
22107 - Training, Seminar and Conference Cost	25,000
<i>086404 - Information Management</i>	36,000
2210301 - Cleaning Materials	4,000
22103 - General Cleaning	4,000
2210709 - Seminars/Conferences/Workshops - Domestic	32,000
22107 - Training, Seminar and Conference Cost	32,000
110114 - Strengthen policy formulation planning & M&E processes at all levels	53,250
00202 - Institutional Development	53,250
00202001- Human Resource Management	53,250
<i>085206 - Manpower Skills Development</i>	50,500
2210710 - Staff Development	50,500
22107 - Training, Seminar and Conference Cost	50,500
<i>086602 - Implementation of HIV/AIDS related programmes</i>	2,750
2210711 - Public Education and Sensitization	2,750
22107 - Training, Seminar and Conference Cost	2,750
Unspecified Policy	1,564,852
00202 - Institutional Development	1,564,852
00202002- Institutional Strengthening	1,564,852
<i>Unspecified Operations</i>	1,564,852
2111001 - Established Post	1,405,726



2018 BUDGET VOLUME

Ministry: 002 - Office of the Head of Civil Service
Department: 00203 - Public Records and Archives Administration Department
Organisation: 0020301001 - General Administration HQ
Government Function: 70131 - General Personnel Services
Location: 0304302 - Ablekuma South

2111203 - Car Maintenance Allowance	12,600
2111208 - Funeral Grants	5,000
2111213 - Watchman Allowance	4,584
2111221 - Training Allowance	35,000
2111225 - Boards /Committees /Commissions Allownace	30,000
2111227 - Clothing Allowance	3,744
2111233 - Entertainment Allowance	3,744
2111234 - Fuel Allowance	15,120
2111238 - Overtime Allowance	7,142
2111241 - Per Diem and Inconvenience Allowance	30,000
2111245 - Domestic Servants Allowance	7,872
2111247 - Utility Allowance	4,320
21112 - Other Allowances	159,126
12200 - Non Tax Revenue (NTR) Sources Retained - IGF	25,181
110105 - Professlise & modernise Public institutions to be respive & efficient	25,181
00202 - Institutional Development	25,181
00202002- Institutional Strengthening	25,181
<i>085101 - Internal management of the organisation</i>	25,181
2210101 - Printed Material and Stationery	6,181
22101 - Materials and Office Consumables	6,181
2210201 - Electricity charges	12,000
22102 - Utilities	12,000
2210301 - Cleaning Materials	7,000
22103 - General Cleaning	7,000