

GHANA EDUCATION SERVICE

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



Republic of Ghana

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

My Ref.No.GES /DD- G(MS)/3/23/65

31st March, 2023

TO ALL REGIONAL DIRECTORS

The Management of Ghana Education Service has received academic intervention fund to be transferred to schools. The amount of money to be received by each school is attached.

Please find below the guidelines to be followed in sharing the funds among staff.

DISTRIBUTION RATIOS:

S/N	CATEGORY OF STAFF	DAY	BOARDING
1	Management	5%	5%
2	Teaching	75%	70%
3	Non-Teaching	20%	25%

For the avoidance of doubt, the School Management refers to; Head, Assistants, Senior Housemaster/Mistress and Accountant.

Please note:

1. Special attention should be given to the kitchen staff.
2. Under no circumstance should any staff benefit from more than one category
3. Refer to the Chief Accountant of GES, Headquarters, if the above distribution ratios compromise equity and fairness.
4. Each Cost Centre Manager must set up a committee to share the amount to be received, indicating the amount each staff is allocated and forward same to the Director-General through naathom@gmail.com before the funds are transferred to the schools.
5. These allocations should be endorsed by the Head and Accountant.

STEPHEN KWAKU OWUSU
Ag. DEPUTY DIRECTOR-GENERAL (MS)
FOR: DIRECTOR-GENERAL

Cc: The Director-General GES, Hqtrs, Accra
The Deputy Director-General (Q&A), GES, Hqtrs, Accra
The Financial and Controller, GES, Hqtrs, Accra