

OFFICE OF THE HEAD OF THE CIVIL SERVICE (OHCS)

RIGHT TO INFORMATION DETAILS

LIST OF INFORMATION PROVIDED BY THE OHCS, IT'S DEPARTMENTS & INSTITUTIONS

NO.	DIRECTORATE	INFORMATION AVAILABLE	DESCRIPTION	LOCATION OF INFORMATION	REMARKS
1.	Reforms Coordinating Unit (RCU)	Service wide Annual Performance Report	Soft Copy	OHCS Website	Accessible free of Charge
		NACAP Annual Report	Soft Copy	CHRAJ website	Accessible free of Charge
2.	Planning Budgeting Monitoring and Evaluation Directorate (PBMED)	OHCS Medium Term Performance Report	Soft Copy	PBMED	Accessible free of charge
		OHCS Budget Implementation Annual Report	Soft Copy	PBMED	Accessible free of charge
		OHCS Client Service Charter	Soft Copy	OHCS website	Accessible free of charge
3.	Career Management Directorate (CMD)	Guidelines on Appointment, Upgrading, Conversion and Promotion	Hard Copy	OHCS Client Service Unit	Fee chargeable @ GH¢5 as per Section 3(1)(C) & Section 75(1) of the RTI Act,2019.
		Posting Policy	Hard Copy	CMD	Fee chargeable @ GH¢5 as per Section 3(1)(C) & Section 75(1) of the RTI Act,2019.
		Scheme of Services for Occupational Classes	Hard Copy	OHCS Client Service Unit	Fee chargeable @ GH¢5 as per Section 3(1)(C) & Section 75(1) of the RTI Act,2019.
		Employee Hand book	Hard Copy	OHCS Client Service Unit	Fee chargeable @

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					GH¢20 as per Section 3(1)(C)&Section 75(1) of the RTI Act,2019.
4.	Recruitment Training and Development Directorate (RTDD)	Guidelines on Study Leave Facilities	Soft Copy	OHCS website	Accessible free of charge
5.	Research ,Statistics and Information Management Directorate(RSIM)	Vacancy Reports	Soft Copy	RSIM	Accessible free of charge
6.	Civil Service Council Secretariat	Code of Conduct	Soft copy	OHCS website	Accessible free of charge
OHCS DEPARTMENTS/INSTITUTIONS					
7.	Civil Service Training Centre (CSTC)	Training Calendar	Soft/Hard Copy	CSTC	Accessible free of charge
		Client Service Charter	Soft/Hard Copy	CSTC	Accessible free of charge
8.	Public Records& Archives, Administration Department(PRAAD)	Annual Performance Report	Soft/Hard Copy	PRAAD	Accessible free of charge
9.	Management Services Department	Management Reviews/ Organizational Arrangement Reports	Soft/Hard Copy	MSD	Printing Fee Chargeable per quantity requested
		Organizational Structures, Establishment Schedules & Manuals	Soft/Hard Copy	MSD	
10.	Institute of Technical Supervision(ITS)	Institute training Calendar	Soft copy	OHCS Website	Accessible free of charge

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11.	Procurement & SupplyChain Management Department (PSCMD)	Code of Ethics of PSCMD	Hard copy	PSCMD Secretariat.	Accessible free of charge