



OFFICE OF THE PRESIDENT

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19TH APRIL, 2022

EXPENDITURE RATIONALIZATION MEASURES

All Heads of covered entities, i.e. Ministries, Departments and Agencies (MDAs), Metropolitan, Municipal and District Assemblies (MMDAs) as well as State Owned Enterprises (SOEs) and all Public Entities that subsist on Public Funds are directed to take note and ensure compliance with the following directives issued by Cabinet at its First Special Meeting of the year held on Monday 21st March, 2022.

(i) All Covered entities should ensure strict compliance with: -

- Quarterly Budget Allotments issued by the Minister for Finance for MDAs/MMDAs reflecting a 30 percent cut in the 2022 Budget Appropriation (this applies to MDAs and MMDAs).
- 30 percent cut in the Budgets approved by the Boards of SOEs and any additional directives and guidelines issued by the Minister of State in charge of Public Enterprises and the State Interests and Governance Authority (SIGA) in relation to this policy (this applies to SOEs).

All Cabinet Memos that require additional funding above the Appropriated Budget of a covered entity should be accompanied by a written clearance by the Minister for Finance, clearly indicating the source of funds within the appropriation for the requested programme or activity.

(ii) 50 percent Cut in Fuel Allocations

All MDAs, MMDAs and SOEs are directed to reduce fuel allocations to Political Appointees and Heads of MDAs, MMDAs and SOEs by 50 percent with effect from 1st April, 2022. This directive applies to all methods of fuel allocation, including Coupons, Electronic Cards, Chit Systems, and collections from fuel depots.

(iii) 50 Percent Cut in Budget Allocations for the Purchase of Vehicles

All Heads of MDAs, MMDAs and SOEs are to reduce their 2022 budget for the purchase of vehicles by 50% and ensure strict compliance with the policy to buy locally assembled vehicles except in special circumstances. In line with the current practice, approval should be sought for the purchase of all vehicles from the Chief of Staff.

(iv) Moratorium on Foreign Travels

All foreign travels by public officers have been suspended except those for critical and/or statutory programmes approved by the Chief of Staff.

The attached template/checklist to be filled by all covered entities as well as the questions below will guide the approval of foreign travels:

- Is the travel included in the annual Foreign Travel Plan for the year submitted to Chief of Staff?
 - Has Ghana signed an agreement that makes it mandatory to attend the programme?
 - Is there an option to participate via a virtual platform as an alternative to physically attending the programme?
 - Are the number of officials required to attend the meeting less than three (3)?
 - Has the full cost of attending the programme been budgeted for in the MDAs, MMDAs or SOEs approved budget for the year?
 - Is the full cost of attending the programme and other eligible programmes less than 10% of the MDAs, MMDAs or SOEs Goods and Services Budget Allotment for the relevant quarter?
- If answers to all the above questions are met in the affirmative, then the request, together with relevant documents and evidence, may be submitted to the Chief of Staff for consideration.

(v) Elimination of "Ghost Workers"

All Heads of MDAs and MMDAs are required to undertake a head count of all their staff to validate the existence of persons on their payroll. A monthly verification report of staff on payroll should be submitted to the Director-General of the Internal Audit Agency (IAA) by the 15th day of the ensuing month (with copy to the Controller and Accountant- General).

(vi) Review of Existing Programmes and Projects

All Heads of MDAs, MMDAs and SOEs are required to review their existing programmes and projects and advise the Office of the Chief of Staff and the Minister for Finance on any programmes or projects that are no longer relevant to the achievement of their organisational objectives by 31st May, 2022. A joint team from the Office of the Chief of Staff and Ministry of Finance will validate responses.

(vii) Moratorium on establishment of new Public Sector Institutions

All Sector Ministers and Heads of MDAs, MMDAs and SOEs are directed to ensure that no new institutions are established either locally or abroad until further notice. If it is extremely necessary to establish new institutions, the relevant laws as contained in Section 100 of the PFM Act, 2016, Act 921, should be complied with.

(viii) Prioritisation of Projects

Heads of MDAs, MMDAs and SOEs are required to ensure that budgetary resources are used to complete on-going projects. All new projects should comply with the requirements of the Public Financial Management (Public Investment Management) Regulations, 2020 (L.I. 2411)

(ix) Expenditure on Meetings and Conferences

Heads of MDAs, MMDAs and SOEs are directed to implement immediate measures to ensure that expenditure on meetings and conferences is reduced by 50 percent.

(x) Contributions of 30 percent of Salaries of Ministers and Heads of SOEs to the Consolidated Fund

The Controller and Accountant General and the Chief Executives of SOEs are directed to deduct at source 30 percent of the Salaries of Ministers of State (including Deputy Ministers), District Chief Executives of MMDAs, Chief Executive Officers and Deputy Chief Executive Officers of SOEs with effect from 1st April to December, 2022 and pay same into the Consolidated Fund. Heads of SOEs should obtain the details of the specific bank account into which the deductions should be paid from the Controller and Accountant-General.


HON. AKOSUA FREMA OSEI-OPARE
CHIEF OF STAFF

ALL MINISTERS

ALL MMDCEs

THE CONTROLLER AND ACCOUNTANT GENERAL

THE DIRECTOR-GENERAL, SIGA

cc: The Secretary to the President
The Secretary to the Vice President
The Cabinet Secretary
The Auditor General

Checklist for granting Approval for Foreign Travel

S/NO	DESCRIPTION	YES	NO	REMARKS
1.	Have you submitted your annual foreign travel plans to the Chief of Staff?			
2.	Is the current foreign travel part of the plan submitted?			
3.	What is the start date of the conference/programme/event?			
4.	Is the purpose of the foreign travel clearly indicated?			
5.	How many officers are entitled to the foreign travel?			
6.	Is the travel cost fully or partially funded by the organisers of the event/programme/activity?			
7.	What is the duration of the foreign programme/activity/event?			
8.	Is the foreign travel related to the work/mandate of the Ministry?			
9.	Is there any impending Cabinet/Parliament meeting within the period of the foreign travel?			
10.	Will the foreign travel impact positively on the economic fortunes of the country?			
11.	Is the foreign travel in fulfilment of our obligations to international bodies, UN, WB, IMF, ILO, etc?			
12.	Is the foreign travel in respect of training or capacity building of staff?			

BUDGET INFORMATION

S/N.	Description	Foreign Travel Budget				Goods & Services
		Amount				
1	Budget Allotment (Year to Date)	?	?	?	?	
2	Less Expenditure to Date	?	?	?	?	
3	Budget Balance before foreign travel	?	?	?	?	
4	Estimated Cost of Planned Travel	?	?	?	?	
5	Less costs to be borne by Organizers?	?	?	?	?	
6	Costs to be borne by GOG?	?	?	?	?	
7	Budget Balance After Foreign Travel	?	?	?	?	

GOVERNMENT OF GHANA

CHECKLIST FOR GRANTING APPROVAL FOR FOREIGN TRAVELS

S/NO.	DESCRIPTION	YES	NO	REMARKS
1.	Have you submitted your annual foreign travel plans to the Chief of Staff?			
2.	Is the current foreign travel part of the plan submitted?			
3.	What is the start date of the conference/programme/event?			
4.	Is the purpose of the foreign travel clearly indicated?			
5.	What is the duration of the foreign programme/activity/event?			
6.	How many officers are entitled to the foreign travel?			
7.	Is the travel cost fully or partially funded by the organisers of the event/programme/activity?			
8.	Is the foreign travel related to the work/mandate of the Ministry?			
9.	Is there any impending Cabinet/Parliament meeting within the period of the foreign travel?			
10.	Will the foreign travel impact positively on the economic fortunes of the country?			
11.	Is the foreign travel in fulfillment of our obligations to international bodies, UN, WB, IMF, ILO, etc?			
12.	Is the foreign travel in respect of training or capacity building of staff?			

BUDGET INFORMATION

S/N.	Description	Foreign Travel Budget				Goods & Services	Remarks
		Amount					
1	Budget Allotment (Year to Date)	?	?	?	?		
2	Less Expenditure to Date	?	?	?	?		
3	Budget Balance before foreign travel	?	?	?	?		
4	Estimated Cost of Planned Travel	?	?	?	?		
5	Less costs to be borne by Organizers?	?	?	?	?		
6	Costs to be borne by GOG? (4-5)	?	?	?	?		
7	Budget Balance After Foreign Travel (3-6)	?	?	?	?		