

OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE (OHLGS)

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



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Our Ref: OHLGS.20/100/07

Your Ref:

Date: 18/12/2024

STOCK-TAKING EXERCISE OF OFFICIAL ASSETS: OFFICIALS WHO CEASE TO HOLD OFFICE ON THE ASSUMPTION OF OFFICE OF THE PERSON ELECTED AS PRESIDENT

Pursuant to Section 9(1) of the Presidential (Transition) Act 2012 (Act 845), the Office of the Administrator-General intends to conduct a comprehensive stock-taking exercise of the official assets supplied to office holders, including Hon. Regional Ministers (RMs) and Metropolitan, Municipal & District Chief Executives (MMDCEs).

2. We kindly request Chief Directors/Regional Coordinating Directors (RCDs) and Metropolitan, Municipal & District Co-ordinating Directors (MMDCDs) to conduct a stock-taking exercise of official assets at both official and personal residences of office holders. Please note that the head of the household must be present during the exercise.

3. All MMDCDs are respectfully requested to officially submit their findings to the RCDs with copies to Mr. Walter Adabere on Tel. No. 0543420084 and E-mail: walter.adabere@oag.gov.gh, by Friday, 19th December 2024.

4. To facilitate the process, we have attached Template/Form A for use during this exercise. Additionally, please find attached Template/Form B, which should be completed if the stock-taking exercise is conducted in the absence of the head of the household.

5. Should you require further clarification, please do not hesitate to contact Mr. Walter Adabere at 0543420084.

6. We appreciate your cooperation and look forward to your prompt response.

FELICIA DAPAAH A. BOAKYE (MRS)
CHIEF DIRECTOR

for: HEAD OF SERVICE

encl

ALL HON. REGIONAL MINISTERS
REGIONAL CO-ORD. COUNCILS

Attn: Chief Directors/RCDs

ALL HON. MMDCEs
METRO., MUN. & DIST.ASSEMBLIES

Attn: MMDCDs

Cc: The Administrator-General
Office of the Administrator-General
Osu-Accra

The Director, Administration
Office of the Head of the Local Government
Service
Ministries-Accra