

DOCUMENT NEEDED FOR THE PROCESSING OF THE FOLLOWING

CHAGE OF NAME	CAR MAINTENANCE ALLOWANCE
<ol style="list-style-type: none"> 1. Individual Application Letter 2. Cover Letter from the Head of the Institution 3. Affidavit 4. Ghana Gazette 5. Marriage Certificate 6. Payslip 7. Personal Record Form 8. Birth Certificate / Baptismal Certificate 	<ol style="list-style-type: none"> 1. Individual Application Letter 2. Cover Letter from the Head of the Institution 3. Motor Engineers Report 4. Certificate Of Insurance 5. Vehicle Roadworthiness Report 6. Change Of Ownership Certificate 7. Payslip 8. Personal Record Form
ADAVANCE TO PURCHASE MEANS OF TRANSPORT	FUNERAL GRANT
<ol style="list-style-type: none"> 1. Individual Application Letter 2. Cover Letter from the Head of the Institution 3. Establishment Form 2 4. Performance Invoice 5. Motor Engineer's Report 6. Provisional Insurance Certificate 7. Last Payslip 8. Personal Record Form 	<ol style="list-style-type: none"> 1. Application Letter From The Beneficiaries 2. Letter Of Administration 3. Death Cert. / Burial Cert. 4. 2 Passport Pictures Of The Beneficiaries
RETIREMENT – CAP 30	RETIREMENT - SSNIT
<ol style="list-style-type: none"> 1. Individual Application Letter 2. Cover Letter from the Head of the Institution 3. First Appointment Letter 4. Last Payslip 5. Personal Record Form 6. Birth Certificate / Baptismal Certificate 7. All Academic / Professional Certificate 8. All Promotion Letters 9. Nomination Form 10. Pension Form 1 11. SSNIT Card 12. 4 Passport Size Pictures 	<ol style="list-style-type: none"> 1. Individual Application Letter 2. Cover Letter from the Head of the Institution 3. Payslip 4. Personal Record Form 5. SSNIT Card

COMMUTED PENSION – CAP 30	RE-COMPUTATION OF RETIRING AWARD
<ol style="list-style-type: none"> 1. Application Letter From The Beneficiaries 2. Death Certificate 3. Letter Of Administration 4. 2 Passport Size Picture From The Beneficiaries 	<ol style="list-style-type: none"> 1. Individual Application Letter 2. Last Promotion Letter 3. Pension Id 4. 2 Passport Size Picture 5. Payslip 6. Personal Record Form
DEATH GRATUITY – CAP 30	UP-GRADING / SALARY ADJUSTMENT
<ol style="list-style-type: none"> 1. Application Letter from The Beneficiaries 2. First Appointment Letter 3. Letter of Administration 4. Last Payslip of the Deceased Officer 5. Personal Record Form 6. All Academic / Professional Certificates 7. All Promotion Letters 8. Pension Form 1 9. SSNIT Card 10. 2 Passport Size Pictures Of The Beneficiaries 11. Death Certificate / Burial Cert. 12. Affidavit From The Head Of Family 	<ol style="list-style-type: none"> 1. Individual Application Letter 2. Cover Letter from the Head of the Institution 3. Certified Copy of the Certificate Endorsed by the Awarding Institution 4. Admission Letter 5. First Appointment Letter 6. Personal Record Form 7. Current Payslip 8. Last Promotion Letter 9. Confirmation Letter 10. Copy of the Page of Brochure Where Teachers/Personnel’s Name Appear. 11. Cert ‘A’ Certificate
REPONSIBILITY ALLOWANCE	DEATH BENEFIT - SNNIT
<ol style="list-style-type: none"> 1. Individual Application Letter 2. Cover Letter from the Head of the institution 3. Appointment Letter form the School Head / the Director of Education, appointing the person to that position 4. Acceptance Letter form the individual 5. Pay slip 	<ol style="list-style-type: none"> 1. Application Letter from the Beneficiaries 2. Letter of Administration 3. Affidavit 4. 2 Passport Size Picture of the Beneficiaries

RELEASE	CONVERSION
<ol style="list-style-type: none"> 1. Applicant Application 2. Assurance 3. Undertaking letter 	<ol style="list-style-type: none"> 1. Personal Application 2. Copy of Certified Certificates form awarding institution

<ol style="list-style-type: none"> 4. Release letter from school & District 5. Personal Record Form (2) 6. Certificates 7. Pay slip 8. Passport Pictures 	<ol style="list-style-type: none"> 3. First appointment letter 4. Admission letter 5. Evidence of graduation 6. Covering letter from Dist. & School
PERMISSION TO TRAVEL	SICK LEAVE
<ol style="list-style-type: none"> 1. Applicant application letter 2. Applicant invitation letter 3. Visa if any 4. Covering letter from Dist. & School 5. Personal record form 6. Pay slip 	<ol style="list-style-type: none"> 1. Applicant application letter 2. Medical report / Excuse duty from a recognized hospital 3. Covering letter from school & Dist. Stating the start of the leave. 4. Pay slip
LEAVE WITHOUT PAY	RESIGNATION
<ol style="list-style-type: none"> 1. Applicants application 2. Cover letter from Dist. & school 3. Personal record form 4. Current Pay slip 	<ol style="list-style-type: none"> 1. Applicant's application 2. Cover letter from Dist. & school 3. First appointment letter (optional) 4. Personal Record Form 5. Current Pay slip
INTER – REGIONAL TRANSFER	PROMOTIONS
<ol style="list-style-type: none"> 1. Application letter from applicant's region 2. Approval letter from Headquarters 3. Inter – Regional Transfer Forms(4) 4. Applicant's release letter 5. Cover letter from the applicant's Region 6. Release letter from applicant's region 7. Release letter from applicant's district 8. Assurance letter 9. Certificates 10. Promotion letter(s) 11. Gazette (if there is a change of name) 12. First appointment letter 13. Personal record form 14. Current Pay Slip 15. Passport pictures 	<ol style="list-style-type: none"> 1. Evidence of the Promotion (print out from the net or on pay slip) 2. Applicant's application letter 3. Cover letter from District 4. Current Pay Slip

CORRECTION OF DATE OF BIRTH	STUDY LEAVE WITH PAY
<p>The Applicant is requested to provide any '3' of the following</p> <ol style="list-style-type: none"> 1. Birth certificate (not older than 10yrs at the time of attaining it) 2. Baptismal certificate (not older than 10 yrs at the time of attaining it) 3. Passport (not older than 25 yrs at the time of acquiring it) 4. First personal record form 5. Educational certificate with date of birth 6. Educational records with date of birth 7. SSNIT Records. 	<ol style="list-style-type: none"> 1. Application form filled, Stamped and Signed by the District Director (2 copies) 2. First appointment letter 3. Copies of educational certificates 4. Admission letter (if any) 5. Personal Record Form 6. Current Pay slip
NEWLY APPOINTED STAFF	STUDY LEAVE WITHOUT PAY
<ol style="list-style-type: none"> 1. Appointment letter 2. Acceptance letter 3. Assumption of duty letter 4. Certified copy of Academic certificate 5. National service certificate 6. Birth/Baptismal Certificate 7. Medical Report 8. Personal record forms 9. Copy of Biometric SSNIT card 10. Bank details 11. Passport pictures 	<ol style="list-style-type: none"> 12. Applicant's application letter 13. Application form filled, Stamped and Signed by District Director 14. First appointment letter 15. Copies of educational certificates 16. Admission letter (if any) 17. Personal Record Form 18. Current Pay slip