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HUMAN RESOURCES DIRECTORATE
GHANA HEALTH SERVICE
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My Ref. No. GHS/HRD/D/01/5

Your Ref. No.....

15 February 2007

MR. KONKAMANI FRANCIS XAVIER
STAFF NURSE (DIP.)

THRO' THE REG. DIR. OF HEALTH SERVICE
GHANA HEALTH SERVICE
UPPER WEST REGION

Dear Mr. Konkamani,

APPOINTMENT AS STAFF NURSE (DIPLOMA)

The Director-General has authorised your appointment in the Ghana Health Service as **Staff Nurse (Dip)** on probation for one (1) year with effect from 1st June, 2006.

The salary scale attached to the post is HSS .2 Band 4 (10 – 15) i.e. ₵3,590,543.00 – ₵4,562,610.00 per month. You will enter the scale at 10th step ₵3,590,543.00 per month. You will be eligible to earn increments on the salary scale based on your output and conduct.

Your terms and Conditions of Service will be subject to the Ghana Health Service and Teaching Hospitals Act (Act. 525), other relevant Legislative Instruments (L.I.) and Administrative Instructions which may be in force from time to time. You should contact your immediate supervisor to acquaint yourself of these regulations. **Please note that you are under bond and have to serve the Government of Ghana for Five (5) years.**

You will be required under the Social Security Pensions Law 1992 (PNDC L.247) to contribute five per cent (5%) of your monthly salary towards your retiring benefits.

You will be given Personnel Details Form at your Regional Health Directorate. When completed, return it with your acceptance letter and a copy of your trainee allowance payslip within three (3) months from the date of this letter to enable the Regional Director process the payment of your salary.

Your Regional Human Resource Manager will provide you with a copy of your job description. However it may be altered by your Head of Facility to suit the demands of the facility.

Yours faithfully,

LINDA ASAMOAH (MS)
AG. DEP. DIRECTOR, HR. (MGT)
for: DIRECTOR (HR)

cc: The Cont. & Acct.-General
Auditor-General