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HUMAN RESOURCES DEV. DIV
GHANA HEALTH SERVICE
P. M. B., MINISTRIES
ACCRA

E-mail: ghs-hrd@africaonline.com.gh

My Ref. No. GHS/HRM/ 1003/2003

Your Ref.....

5th May, 2004

Dear Madam,

APPOINTMENT AS STAFF NURSE

The Director General has authorised your appointment in the Ghana Health Service as **Staff Nurse** on probation for one (1) year with effect from 1st January, 2004.

2. The salary scale attached to the post is GUSS L. 10 i.e. ₵9,910,866.00 - ₵12,460,151.00 per annum. In view of your qualification (**RN Dip**) you will enter the scale at the 4th Point i.e. **₵10,798,358.00** per annum and subject to satisfactory work and conduct, You will be eligible to receive your first increment on 1st January, 2005.
3. The 1st January becomes your incremental date.
4. 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.1) and administrative instructions which may be in force from time to time. You should contact your immediate supervisor to acquaint yourself of these regulations.
5. You will be required under the Social Security Pensions Law 1992 (PNDC L.247) to contribute five percent (5%) of your monthly salary towards your retiring benefits.
6. You are required to report to the Regional Director of Health Services, Eastern Region for posting instructions.
7. You are kindly requested to complete the attached Personal Details Form and return it with your acceptance letter including a copy of your allowance pay slip within three (3) months from the date of this letter to enable the Regional Director process the payment of your salary.

Yours faithfully,

DR. KEN SAGOE
DIRECTOR, HRD
for: **DIRECTOR-GENERAL**

MS. GRACE AMENE DUAH
STAFF NURSE

THRO' THE REG. DIR. OF HEALTH SERVICES
GHANA HEALTH SERVICE
EASTERN REGION

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