



REPUBLIC OF GHANA

CONTROLLER & ACCOUNTANT- GENERAL'S DEPARTMENT

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My Ref: No: CAGD/PPD/0124/0023

Your Ref: No: _____

Date: 15/01/2024

MANDATORY REQUIREMENT FOR GOG EMPLOYEES ON GoG MECHANIZED PAYROLL TO SUBMIT NIA NUMBER TO HRs FOR CAPTURING ONTO- IPPD PAYROLL SYSTEM

To: All Heads of Covered Entities (MDAs/MMDAs)

Following the successful linking of the National Identification Authority (NIA) database to the Government of Ghana (GoG) National Payroll database, all Government employees are required to submit their NIA (Ghana Card) numbers to their heads of Human Resources (HR) offices for integration with the Integrated Personnel and Payroll Database (IPPD) payroll system.

The steps required for the linkage are as follows/ the requirements are as detailed below:

1. Acquire/Register for NIA Card if you don't have one:

All government employees who do not currently possess a valid NIA card are requested to visit the nearest NIA center and obtain one to enable them to participate in the verification or re-verification exercises for subsequent payment of salaries.

2. Submit NIA Details to HR of Institution:

GoG Employees who already have NIA cards before January 2024 and those who just obtained them from step 1 above are to submit the NIA Card number to their respective HR Heads before Monday 4th March 2024.

3. Integration of NIA Card Numbers with IPPD Payroll System by HRs of Covered Entities by March 20th, 2024:

All Heads of Human Resource Management Information System (HRMIS) and Personnel Processing Sections (PPSs) Offices are requested to capture the NIA numbers of their employees on the IPPD 2 Payroll System by **March 20th, 2024** to facilitate re-verification of government workers and payment of monthly salaries.

4. Subvented Organizations:

HRs of subvented organizations are required to capture and add the NIA details of their employees to the salary systems before submitting requests for monthly compensation to the Controller and Accountant General for payment. HRs are to ensure



5. Reverification of Government Employees.

The Controller and Accountant General will communicate the dates and centers for verification/re-verification of all Government employees to covered entities.

Your full compliance and cooperation with these directives are highly anticipated.



DR. EDWARD AKUAMOAH BOATENG

(Deputy Controller and Accountant General – Financial Management System)

For: The Controller and Accountant General