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UPDATE OF DETAILS OF GHANA CARD ON THE GOVERNMENT PAYROLL SYSTEM

We refer to our earlier Letters No. CAGD/PPD/0624/0277 and DCAG/PM/0525/025 dated 20th June 2024 and 21st May, 2025 respectively (copies attached).

In the letters referenced above, the Controller and Accountant-General's Department (CAGD) requested employees of some Covered Entities to update the details of their Ghana Card on the Government of Ghana Payroll System.

As part of additional measures to deliver a robust and efficient payroll system to Government employees, the Department has rolled out an upgraded e-Payslip platform to enable all employees to access their monthly payslips with ease.

Following the rollout of the Platform, the Department identified critical data discrepancies which prevent some employees from accessing their payslips on the platform. These discrepancies are due to the National Identification Authority (NIA) numbers which were captured on the payroll system but do not correspond with the employee's NIA records.

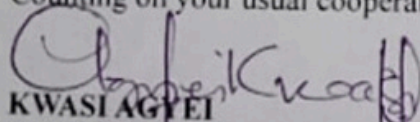
In light of the above, we wish to request the Human Resource Departments of the attached Covered Entities to take the following actions immediately on the discrepancies identified on the employee's NIA records:

1. Correct the NIA Number of all affected staff on the payroll system
2. Submit the employee's application for correction/insertion of NIA Number, posting of transfer letter, and a clear print copy of the Ghana Card to the CAGD.

The full list of affected employees currently flagged as having a "no NIA" details has been sent to the corporate emails of the Covered Entities for their necessary action.

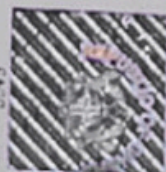
We wish to inform these Covered Entities that employees without verified NIA details will have their salaries **suspended effective 15th March 2026**. This measure is a prerequisite for an upcoming nationwide employee re-verification exercise.

Counting on your usual cooperation.



KWASI AGYEI

CONTROLLER AND ACCOUNTANT -GENERAL



Cc: Ag. DCAG, PM



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