

# OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE (OHLGS)

*In case of reply, the number  
and date of this letter  
should be quoted.*



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Our Ref: OHLGS/DF/175/03

Date: 24/10/18

Your Ref:

## CALL FOR PROMOTION INTERVIEWS

The Office of the Head of Local Government Service is in the process of compiling the list of all Deputy Directors and officers in the Analogous grades who have served in their current grades for the mandated period of five (5) years or more and are due for promotion.

2. In view of the above, I am to inform all Regional Coordinating Councils to compile the list of all qualified Officers to submit **ten (10)** copies each of the under listed documents to the OHLGS:

- 2016 and 2017 Completed Appraisal Report
- Copy of First (1<sup>st</sup>) Appointment Letter
- Copies of Educational Certificates
- Copy of Last Promotion Letter
- Copy of Current Pay slip
- Current Curriculum Vitae (CV)

3. The list and the various attachments are to be submitted to the OHLGS on or before 30<sup>th</sup> November, 2018.

Thank you.

**JAMES OPPONG-MENSAH**  
AG. CHIEF DIRECTOR  
For: HEAD OF SERVICE

**HON. REGIONAL MINISTERS**  
**ALL REGIONAL COORDINATING COUNCILS**

**ATTN: ALL CHIEF DIRECTORS**

Cc: All MMDAs