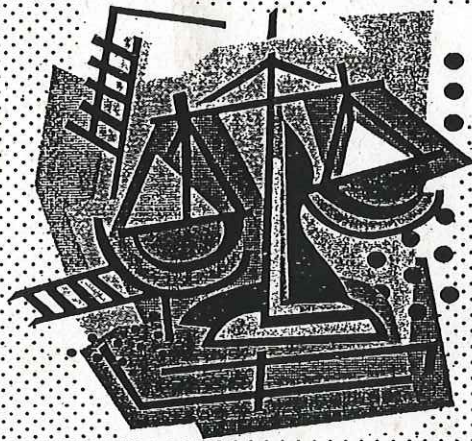


THE JUDICIARY  
AND  
THE JUDICIAL  
SERVICE



ESTIMATES  
FOR 2013

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# JUDICIAL SERVICE

## EXECUTIVE SUMMARY

### 1.0 MISSION STATEMENT

The Mission of the Judiciary and the Judicial Service is to resolve legal conflicts according to law, impartially and efficiently for all persons without fear or favor, affection or ill-will.

We do this by the true and proper interpretation, application and implementation of the laws of Ghana.

### 1.1 STRATEGIC GOALS

The Strategic Goals of the Judiciary and Judicial Service of Ghana are to:

1. Strengthen public trust and confidence in the Judiciary by deepening understanding of its functions;
2. Consolidate judicial independence, especially financial independence
3. Provide adequate infrastructure for Justice delivery (security of courts, judges, staff and their families)
4. Increase application of ICT to improve efficiency and reduce costs
5. Improve administrative capacity and efficient management of the Judiciary's resources
6. Attract quality staff, strengthen the capacity of its human resource and improve the conditions of service of staff
7. Improve access to the courts through the provision of adequate infrastructure, logistics and financial resources

### 1.2 CORE VALUES

The Judiciary and Judicial Service of Ghana are committed to the continuous promotion of professional excellence in the administration of justice. The core values below represent what seeks to guide the actions of the members of the Judiciary and the Judicial Service of Ghana in their conduct of affairs, so as to enhance public trust and confidence in the judicial system. They are:

1. Independent Mindedness;
2. Honesty;
3. Efficiency;
4. Self Discipline;
5. Impartiality;
6. Punctuality;
7. Dedication to duty;
8. Transparency

The above organizational values do not conflict with those contained in the existing code of ethics for the Judiciary and the Judicial Service and will therefore continue to inform staff behaviour.

### 1.3 PROGRAMME FOR THE VULNERABLE AND THE EXCLUDED

The Courts Act (Act 459) of 1993 provides for the establishment of District Courts in each District. Most District Assemblies have, however not been able to provide Court houses and residential facilities for the Magistrates. District Courts also operate as Family and Juvenile Courts to support the vulnerable and the excluded, especially women and children in the small towns.

## 1.4 STRATEGIES

The Judicial Service intends to continue the strategies identified under the Transparent and Accountable Governance Thematic Area of the Ghana Shared Growth and Development Agenda (GSGDA) namely; improve case management system of the courts, effectively mainstream Alternative Dispute Resolution (ADR), engage in intensive legal literacy and rights awareness and education for all sectors of the populace. These strategies are geared towards the realization of the national commitment to equitable growth, support for the vulnerable and excluded and accelerated poverty reduction with sustained democracy. To this end, appropriate measures including extensive use of ICT will be employed to develop human capacity, efficiency, cost effectiveness, reduction in delay in service delivery, quick access to justice for all and strict adherence to new policy on budgetary provisions

(Programme Based Budgeting (P B B) and Ghana Integrated Financial Management Information System (GIFMIS) application)

## 1.5 SUMMARY OF BUDGET, 2013

The Service is mindful of the limited resources available to the entire country, and has therefore, taken drastic steps to reduce waste by adhering strictly to the provisions under the three (3) main Financial Laws (Financial Administration Act, Act 654 of 2003, Public Procurement Act, Act 663 of 2003 and Financial Administration Regulation of 2004). This notwithstanding, there is the need to continue with modernization and reforms in the Service.

Consequently, the Service intends to undertake the following activities in the 2013 budget year:

- Continue with the process of automating the Magistrate Courts to facilitate the discharge of duties of the family, juvenile courts and courts that handle drug related cases.
- Propagate further the principles of Alternative Dispute Resolution (ADR) to reduce the backlog of cases in the Courts and to mainstream ADR into the Court processes.
- To continue the program of weekend Magistrate Courts in Accra, on experimental basis, and if successful, to extend it to selected Regions in subsequent years.
- To intensify interactions with the media to educate the public on the work of the Judiciary.
- Regularly train and equip Judges and Staff, including newly recruited Magistrates, Staff and Judges.
- Introduce the commercial court concept in the Circuit and District courts.
- Commence the construction of Court of Appeal Complex at Cape Coast.
- Continue the construction of the 34-courtroom complex at The Victoriaborg site
- Replace broken down or obsolete equipment in the mechanized Courts, which if not done now threatens the very existence of the Courts.

- Acquire additional court automation equipment.
- Acquire vehicles for the Superior Court and Lower Court Judges and the Head Office.
- Furnish High Courts, Circuit Courts, District Courts and the newly constructed bungalows for Judges in Accra and Kumasi

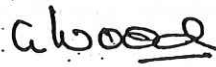
## 1.6 REVENUE GENERATION

The Service has made a total projection of GH¢ 8,531,771.00 as NTR/IGF for the year 2013. Fifteen percent (15%) of the amount is to be retained by the Service, in accordance with Act 661 of 2003. The retained revenue is estimated to be GH¢ 1,279,765.65.

The HFC Bank (Ghana) Ltd. is assisting in the collection of revenue, which is made up of court fines, court fees, attestation fees, etc. throughout the country. However, in areas where HFC Bank has no branches, other banks like the rural banks are used

## 1.7 CONCLUSION

The Judicial Service would, therefore, require a total estimated budget amount of One Hundred and Fifty Six Million, Three Hundred and Forty One Thousand, Eight Hundred and Seventy Eight Ghana Cedis, Ninety Three Pesewas (GH¢156,341,878.93) only comprising; GoG: GH¢ 148,997,898.92; Donor: GH¢ 6,064,214.36 and IGF: GH¢ 1,279,765.65 to effectively realize the objectives and the mission of the Service in the year 2013.

  
 GEORGINA T. WOOD (MRS.)  
 (THE HON. LADY CHIEF JUSTICE)

**JUDICIAL SERVICE**

**SUMMARY OF 2013 ESTIMATES**

<b>ITEM</b>	<b>GOG GH¢</b>	<b>DONOR SUPPORT GH¢</b>	<b>RETAINED IGF GH¢</b>	<b>TOTAL ESTIMATES GH¢</b>
<b>1. Compensation of Employees</b>	<b>96,309,368.84</b>	<b>-</b>	<b>-</b>	<b>96,309,368.84</b>
<b>2. Goods and Services</b>	<b>24,567,463.64</b>	<b>1,916,266.91</b>	<b>990,900.00</b>	<b>27,474,630.55</b>
<b>3. Liabilities</b>	<b>2,680,246.55</b>	<b>-</b>	<b>-</b>	<b>2,680,246.55</b>
<b>4. Assets</b>	<b>25,440,819.89</b>	<b>4,147,947.45</b>	<b>288,865.65</b>	<b>29,877,632.99</b>
<b>TOTALS</b>	<b>148,997,898.92</b>	<b>6,064,214.36</b>	<b>1,279,765.65</b>	<b>156,341,878.93</b>

**NOTE**

The Judicial Service is putting up 42 Court room Complex at a cost of US \$ 50 Million, which is being financed by a loan from SSNIT

## IGF PROJECTIONS BY REVENUE

REVENUE ITEM	2009(actuals) GH¢	2010(actuals) GH¢	2011(actuals ) GH¢	2012 ( Budget) GH¢	2013(Projections) GH¢
Attestation Fees	153,359.44	416,664.00	582,107.00	717,100.00	932,230.00
Court Fees	1,083,746.77	2,847,116.00	2,313,989.00	3,203,908.00	3,844,690.00
Court Fines	1,134,712.51	2,837,648.00	3,057,552.00	3,206,938.00	3,431,424.00
Others*	113,955.75	230,095.00	264,812.00	288,774.00	323,427.00
<b>TOTALS</b>	<b>2,485,774.47</b>	<b>6,331,523.00</b>	<b>6,218,460.00</b>	<b>7,416,720.00</b>	<b>8,531,771.00</b>

\* Criminal Appeal Proceedings, Indentures, Sale of Forms, any other one-time revenue

**JUDICIAL SERVICE**  
**STAFFING AND BASIC SALARY FOR 2013**

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**SUMMARY**

<b>CURRENT EMOLUMENT FOR</b>	<b>5,623 STAFF</b>	<b><u>59,511,552.51</u></b>
<b>ADDITIONS: EMOLUMENTS FOR</b>	<b>919 STAFF</b>	<b><u>10,950,214.47</u></b>
<b>TOTAL EMOLUMENT FOR</b>	<b>6,542 STAFF</b>	<b><u>71,192,468.98</u></b>

The Judicial Service currently has a total staff strength of 5,623 (2012) comprising

Chief Justice	1	
Supreme Court Judges	11	
Appeal Court Judges	22	
High Court Judges	97	
Judicial Secretary	<u>1</u>	132

Deputy Judicial Secretary	2	
Circuit Court Judges	56	
District Magistrates (Prof)	34	
Career Magistrates	<u>124</u>	216

Administrative Staff (Details as in VIII)		<u>5,275</u>
<b>Total Staffing for 2012</b>		<b><u>5,623</u></b>

New Appointment and Promotions of Staff of 919 (2013) comprising:

Supreme Court Judges	3	
Appeal Court Judges	8	
High Court Judges	15	
Circuit Court Judges	10	
District Magistrates (Prof)	10	
		<u>46</u>

Administrative Staff (Details as in VIII)		<u>873</u>
<b>Total</b>		<b><u>919</u></b>

<b>Total Staff Strength Projected for 2013</b>		<b><u>6,542</u></b>
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JUDICIAL SERVICE  
COSTING PERSONNEL - PROJECTIONS FOR 2013

A	B	C	D	E	F	G	H	I	J	K	L	M
NO	GRADE	PRESENT NO. ON ROLL	PRY FOR 2013	TOTAL FOR 2013	UNIT BASIC SALARY	CURRENT BASIC SALARY	PROJECTED BASIC SALARY	TOTAL PROJECTED BASIC SALARY	DOMESTIC SERVANT ALLOWANCE (L2 MAX) 2012	PRD DOMESTIC SERVANT ALLOWANCE (L2 MAX) 2013	TOTAL CURRENT EMPLOYMENT FOR 2012	TOTAL EMPLOYMENTS FOR 2013
1	Chief Justice	1	0	1	95,040.00	95,040.00	-	95,040.00	-	-	95,040.00	95,040.00
2	Justices of the Supreme Court	11	3	14	83,030.40	913,334.40	249,091.20	1,162,425.60	-	-	913,334.40	1,162,425.60
3	Justice of Appeal Court	22	8	30	76,406.40	1,680,940.80	611,251.20	2,292,192.00	-	-	1,680,940.80	2,292,192.00
4	Justices of the High Court	97	15	112	69,739.20	6,764,702.40	1,046,088.00	7,810,790.40	-	-	6,764,702.40	7,810,790.40
5	Judicial Secretary	1	0	1	69,739.20	69,739.20	-	69,739.20	-	-	69,739.20	69,739.20
6	Administrator, Comm. Court	1	0	1	69,739.20	69,739.20	-	69,739.20	-	-	69,739.20	69,739.20
7	Director of ICT	1	0	1	69,739.20	69,739.20	-	69,739.20	-	-	69,739.20	69,739.20
8	Deputy Judicial Secretary	2	0	2	56,454.62	112,909.25	-	112,909.25	2,546.00	2,546.00	115,455.25	118,001.25
9	Circuit Court Judge	56	10	66	56,454.62	3,161,438.94	564,546.24	3,726,005.18	71,288.00	84,018.00	3,232,746.94	3,881,311.18
10	Director of Admin & HRD	0	1	1	29,476.79	29,476.79	29,476.79	29,476.79	-	-	29,476.79	30,749.79
11	Director of Finance	1	0	1	29,476.79	29,476.79	-	29,476.79	1,273.00	1,273.00	30,749.79	32,022.79
12	Director, JRP/PU	0	1	1	29,476.79	29,476.79	29,476.79	29,476.79	-	-	30,749.79	30,749.79
13	Director of Audit	0	1	1	29,476.79	29,476.79	29,476.79	29,476.79	-	-	30,749.79	32,022.79
14	Director of M & E	1	0	1	29,476.79	29,476.79	-	29,476.79	1,273.00	1,273.00	30,749.79	32,022.79
15	Dir of Communications	1	0	1	29,476.79	29,476.79	-	29,476.79	1,273.00	1,273.00	30,749.79	32,022.79
16	Director of Developments	1	0	1	29,476.79	29,476.79	-	29,476.79	1,273.00	1,273.00	30,749.79	32,022.79
17	Director of Works	1	0	1	29,476.79	29,476.79	-	29,476.79	1,273.00	1,273.00	30,749.79	32,022.79
18	Chief Registrar General	1	0	1	29,476.79	29,476.79	-	29,476.79	1,273.00	1,273.00	30,749.79	32,022.79
19	District Mag. (Prof)	34	10	44	49,812.34	1,693,619.42	498,123.36	2,191,742.78	43,282.00	56,012.00	1,736,901.42	2,291,936.78
20	District Mag. (Career)	124	0	124	36,527.76	4,529,442.24	-	4,529,442.24	157,852.00	157,852.00	4,687,294.24	4,845,146.24
21	Deputy Director, Audit	2	0	2	25,758.14	51,516.27	-	51,516.27	2,546.00	2,546.00	54,062.27	56,608.27
22	Deputy Director of Budget	0	1	1	25,758.14	-	25,758.14	25,758.14	-	-	27,031.14	27,031.14
23	Deputy Director, Finance	3	0	3	25,758.14	77,274.41	-	77,274.41	3,819.00	3,819.00	81,093.41	84,912.41
24	Deputy Director, HRM	1	2	3	25,758.14	25,758.14	51,516.27	77,274.41	1,273.00	1,273.00	27,031.14	28,305.14
25	Deputy Director, Facility	1	0	1	25,758.14	25,758.14	-	25,758.14	1,273.00	1,273.00	27,031.14	28,305.14
26	Deputy Director, M & E	2	0	2	25,758.14	51,516.27	-	51,516.27	2,546.00	2,546.00	54,062.27	56,608.27
27	Deputy Director Logistics	1	0	1	25,758.14	25,758.14	-	25,758.14	1,273.00	1,273.00	27,031.14	28,304.14
28	Deputy Director, Project	1	0	1	25,758.14	25,758.14	-	25,758.14	1,273.00	1,273.00	27,031.14	28,304.14
29	Deputy Director, ICT	3	0	3	25,758.14	77,274.41	-	77,274.41	3,819.00	3,819.00	81,093.41	84,912.41
30	Deputy Director of Works	1	0	1	25,758.14	25,758.14	-	25,758.14	1,273.00	1,273.00	27,031.14	28,304.14
31	Deputy Director, Procurement	1	0	1	25,758.14	25,758.14	-	25,758.14	1,273.00	1,273.00	27,031.14	28,304.14
32	Deputy Director, A D R	1	0	1	25,758.14	25,758.14	-	25,758.14	1,273.00	1,273.00	27,031.14	28,304.14
33	Chief Registrar	30	0	30	25,758.02	772,740.58	-	772,740.58	38,190.00	38,190.00	810,930.58	849,120.58
34	Chief Accountant/Chief Registrar (F)	5	0	5	25,758.02	128,790.10	-	128,790.10	6,365.00	6,365.00	135,155.10	141,520.10
35	Deputy Chief Registrar	70	0	70	22,508.42	1,575,589.22	-	1,575,589.22	-	-	1,575,589.22	1,575,589.22

A	B	C	D	E	F	G	H	I	J	K	L	M
NO	GRAD	PRESENT NO ON ROLL	PRN FOR 2013	TOTAL FOREMIS	UNIT BASIC SALARY	CURRENT BASIC SALARY	PROJECTED BASIC SALARY	TOTAL PROJECTED BASIC SALARY FOR 2013	DOMESTIC ALLOWANCE 2012 (L2 MAY)	PRD DOMESTIC ALLOWANCE 2013 (L2 MAY)	TOTAL CURRENT FOR 2012	TOTAL EMPLOYMENTS FOR 2013
36	Senior High Court Reg	53	30	83	15,019.04	796,009.12	450,571.20	1,246,580.32			796,009.12	1,246,580.32
37	Senior Account/SHCR (F)	92	10	102	15,019.04	1,381,751.68	150,190.40	1,531,942.08			1,381,751.68	1,531,942.08
38	Senior Auditor/SHCR (A)	0	5	5	15,019.04		75,095.20	75,095.20				
39	Maintenance Engineer	2	3	5	12,268.47	24,536.94	36,805.42	61,342.36			24,536.94	61,342.36
40	High Ct Registrar(Baliff)	28	0	28	12,268.47	343,517.21	981,477.74	343,517.21			343,517.21	343,517.21
41	High Ct Reg. (Interpreter)	36	80	116	12,268.47	441,664.98	613,423.59	5,520,812.31			441,664.98	1,423,142.73
42	High Court Registrar	400	50	450	12,268.47	4,907,388.72	368,054.15	490,738.87			4,907,388.72	5,520,812.31
43	Accountant/HCR (F)	10	30	40	12,268.47	122,684.72	122,684.72	134,953.19			122,684.72	490,738.87
44	Auditor/HCR (A)	1	10	11	12,268.47	12,268.47	122,684.72	134,953.19			12,268.47	134,953.19
45	Principal Training Officer	0	1	1	15,019.04		15,019.04					15,019.04
46	Head of Security	1	0	1	12,268.47	12,268.47		12,268.47			12,268.47	12,268.47
47	Dep. Head of Security	2	0	2	10,897.70	21,795.40		21,795.40			21,795.40	21,795.40
48	Chief Court Recorder	8	10	18	15,019.04	120,152.32	150,190.40	270,342.72			120,152.32	270,342.72
49	Chief Baliff	4	0	4	9,689.40	38,757.62		38,757.62			38,757.62	38,757.62
50	Deputy Chief Court Rec	93	10	103	12,268.47	1,140,967.88	122,684.72	1,263,652.60			1,140,967.88	1,263,652.60
51	Chief Interpreter	5	3	8	12,268.47	61,342.36	36,805.42	98,147.77			61,342.36	98,147.77
52	Senior Transport Officer	0	2	2	9,689.40		19,378.81	43,611.81				19,378.81
53	Sen. Works Supr.	4	0	4	10,902.95		21,805.90	21,805.90				43,611.81
54	Principal Catering Officer	0	2	2	10,902.95		21,805.90	21,805.90				21,805.90
55	Principal Interpreter	48	14	62	10,902.95	523,341.71	152,641.33	675,983.04			523,341.71	675,983.04
56	Works Supr.	8	0	8	9,689.40	77,515.24		77,515.24			77,515.24	77,515.24
57	Engineering Technician	1	0	1	9,689.40	9,689.40		9,689.40			9,689.40	9,689.40
58	Assistant Librarian	3	0	3	12,268.47	36,805.42		36,805.42			36,805.42	36,805.42
59	Circuit Court Registrar	312	40	352	10,897.70	3,400,082.77	435,908.05	3,835,990.82			3,400,082.77	3,835,990.82
60	Circuit Court Reg. (Baliff)	63	0	63	10,897.70	686,555.18		686,555.18			686,555.18	686,555.18
61	Prin. Court Recorder	27	0	27	10,897.70	294,237.93		294,237.93			294,237.93	294,237.93
62	Senior Accounts Officer	9	3	12	10,897.70	98,079.31	32,693.10	130,772.41			98,079.31	130,772.41
63	Senior Training Officer	0	2	2	10,897.70		21,795.40	21,795.40				21,795.40
64	Senior Examiner of Aecs	12	9	21	10,897.70	130,772.41	98,079.31	228,851.73			130,772.41	228,851.73
65	District Registrar	331	60	391	7,652.51	2,532,981.60	459,150.74	2,992,132.35			2,532,981.60	2,992,132.35
66	District Registrar (Baliff)	52	0	52	7,652.51	397,930.64		397,930.64			397,930.64	397,930.64
67	Senior Interpreter	55	50	105	7,652.51	420,888.18	382,625.62	803,513.80			420,888.18	803,513.80
68	Senior Baliff	165	0	165	7,652.51	1,262,664.55		1,262,664.55			1,262,664.55	1,262,664.55
69	Senior Court Recorder	161	60	221	9,689.40	1,559,994.17	581,364.29	2,141,358.46			1,559,994.17	2,141,358.46
70	Principal Security Officer	11	0	11	8,610.94	94,720.38		94,720.38			94,720.38	94,720.38
71	Assistant Registrar	305	60	365	6,800.75	2,074,229.67	408,045.18	2,482,274.85			2,074,229.67	2,482,274.85
72	Assistant Reg. (Baliff)	7	0	7	6,800.75	47,605.27		47,605.27			47,605.27	47,605.27
73	Court Recorder GdI	334	60	394	8,610.94	2,876,055.23	516,556.63	3,392,711.86			2,876,055.23	3,392,711.86
74	Interpreter GdI	12	40	52	7,652.51	91,830.15	306,100.50	397,930.64			91,830.15	397,930.64

A	B	C	D	E	F	G	H	I	J	K	L	M
NO.	GRADE	PRESENT NO. ON ROLL	PERN FOR DEC 2013	TOTAL FOR DEC 2013	UNIT BASIC SALARY	CURRENT BASIC SALARY	PROJECTED BASIC SALARY	PROJECTED TOTAL FOR 2013	DOMESTIC SERVANT ALLOWANCE 2012	DOMESTIC SERVANT ALLOWANCE 2013	TOTAL CURRENT FOR 2012	TOTAL EMOLUMENTS FOR 2013
		ON ROLL				CY 2013	DCY 2013	G.H.	(L-1 MAX)	(L-2 MAX)	G-1	L-1-R
75	Interpreter Gd II	9	10	19	6,800.75	61,206.78	68,007.53	129,214.31			61,206.78	129,214.31
76	Examiner of Accounts	9	0	9	8,610.94	77,498.49	-	77,498.49			77,498.49	77,498.49
77	Bailiff Gd I	12	0	12	6,800.75	81,609.04	-	81,609.04			81,609.04	81,609.04
78	Audit Assistant	2	9	11	13,601.51	13,601.51	61,206.78	74,808.28			13,601.51	74,808.28
79	Jr. Foreman	18	0	18	7,652.51	137,745.22	-	137,745.22			137,745.22	137,745.22
80	Court Recorder Gd. II	101	20	121	7,652.51	772,903.75	153,050.25	925,954.00			772,903.75	925,954.00
81	Junior Accounts Officer	22	0	22	6,800.75	149,616.57	-	149,616.57			149,616.57	149,616.57
82	Chief Usher	87	0	87	6,043.81	525,811.17	-	525,811.17			525,811.17	525,811.17
83	Telephone Supt.	14	0	14	6,043.81	84,613.29	-	84,613.29			84,613.29	84,613.29
84	Tradesman Gd I	20	0	20	6,043.81	120,876.13	-	120,876.13			120,876.13	120,876.13
85	Chief Driver	3	10	13	7,652.51	22,957.54	76,525.12	99,482.66			22,957.54	134,277.81
86	Sur. Security Officer	25	0	25	5,371.11	134,277.81	-	134,277.81			134,277.81	134,277.81
87	Telephone Traffic Supt.	17	0	17	6,800.75	115,612.80	-	115,612.80			115,612.80	115,612.80
88	Deputy Chief Driver	12	5	17	6,800.75	81,609.04	34,003.77	115,612.80			81,609.04	115,612.80
89	Senior Driver	23	10	33	6,043.81	139,007.55	60,438.07	199,445.62			139,007.55	199,445.62
90	Senior Receptionist	10	0	10	5,371.11	53,711.12	-	53,711.12			53,711.12	53,711.12
91	Driver Gd I	46	10	56	5,371.11	247,071.16	53,711.12	300,782.28			247,071.16	300,782.28
92	Caretaker Supervisor	16	0	16	4,773.29	76,372.62	-	76,372.62			76,372.62	76,372.62
93	Assistant Court Recorder	87	20	107	5,371.11	467,286.76	107,422.24	574,709.01			467,286.76	574,709.01
94	Driver Gd. II	81	0	81	4,773.29	386,636.39	-	386,636.39			386,636.39	386,636.39
95	Security Officer	20	10	30	7,652.51	153,050.25	76,525.12	229,575.37			153,050.25	229,575.37
96	Tradesman Gd. II	6	6	12	5,371.11	32,226.67	32,226.67	64,453.35			32,226.67	64,453.35
97	Senior Usher	131	0	131	5,371.11	703,615.70	-	703,615.70			703,615.70	703,615.70
98	Telephoneist	4	0	4	4,773.29	19,093.16	-	19,093.16			19,093.16	19,093.16
99	Driver Gd. III	54	0	54	5,371.11	290,040.06	-	290,040.06			290,040.06	290,040.06
100	Critical Officer	46	34	80	6,043.81	278,015.10	205,489.42	483,504.53			278,015.10	483,504.53
101	Senior Caretaker	18	0	18	4,241.99	76,355.89	-	76,355.89			76,355.89	76,355.89
102	Dispatch Rider	4	2	6	5,371.11	21,484.45	10,742.22	32,226.67			21,484.45	32,226.67
103	Receptionist	8	0	8	4,773.29	38,186.31	-	38,186.31			38,186.31	38,186.31
104	Telephone Technician	1	1	2	4,773.29	4,773.29	4,773.29	9,546.58			4,773.29	9,546.58
105	Lift Operator	3	1	4	4,773.29	12,725.98	4,241.99	16,967.98			12,725.98	16,967.98
106	Usher	48	10	58	4,773.29	229,117.86	47,732.89	276,850.75			229,117.86	276,850.75
107	Store Assistant	13	5	18	4,773.29	62,052.75	23,866.44	85,919.20			62,052.75	85,919.20
108	Caretaker	32	0	32	3,769.85	120,635.27	-	120,635.27			120,635.27	120,635.27
109	Messenger	115	0	115	4,241.99	487,829.29	-	487,829.29			487,829.29	487,829.29
110	Night Watchman	439	20	459	2,095.473.78	2,095,473.78	95,465.78	2,190,939.56			2,095,473.78	2,190,939.56
111	Garden Boy	243	15	258	3,239.18	787,121.57	48,587.74	835,709.11			787,121.57	835,709.11
112	Day Watchman	218	15	233	4,773.29	1,040,576.96	71,599.33	1,112,176.29			1,040,576.96	1,112,176.29
113	Cleaner	473	10	483	2,034.80	971,922.67	20,548.05	992,470.72			971,922.67	992,470.72
	TOTAL	5,623	919	6,542	2,023,363.68	59,511,552.51	10,950,214.47	70,461,766.98	348,802.00	381,900.00	59,860,354.51	71,192,468.98

**INDEXATION**

A: NUMBERING	H: PROJECTED BASIC SALARY
B: GRADE	I: TOTAL PROJECTED SALARY FOR 2013
C: CURRENT NUMBER ON PAYROLL	J: DOMESTIC SERVANT ALLOWANCE ACTUALS FOR 2012
D: ADDITIONS FOR 2013	K: DOMESTIC SERVANT ALLOWANCE PROJECTION FOR 2013
E: TOTAL PROJECTION FOR 2013	L: TOTAL CURRENT EMOLUMENTS FOR 2012
F: UNIT BASIC SALARY	M: TOTAL EMOLUMENT FOR 2013
G: CURRENT BASIC SALARY	

**EMOLUMENTS**

TOTAL BASIC SALARY FOR ARTICLE 71 HOLDERS (ACTUALS)	<u>ACTUALS(GH¢)</u>	<u>PROJECTION (GH¢)</u>	<u>TOTALS</u>
	9,663,235.20	1,906,430.40	11,569,665.60
TOTAL BASIC SALARY FOR ARTICLE 149 HOLDERS	9,497,429.86	1,062,669.60	10,560,099.46
TOTAL BASIC SALARY FOR OTHER STAFF	40,350,887.45	7,981,114.47	48,332,001.92
	<u>59,511,552.51</u>	<u>10,950,214.47</u>	<u>70,461,766.98</u>

**NUMBER OF STAFF**

ARTICLE 71 HOLDERS	<u>ACTUALS</u>	<u>PROJECTION</u>	<u>TOTALS</u>
	134	26	160
ARTICLE 149 HOLDERS	216	20	236
OTHER STAFF	5773	873	6646
TOTAL	<u>5623</u>	<u>919</u>	<u>6542</u>

**ALLOWANCES**

I: PETROL ALLOWANCE	<u>NO. OF OFFICERS</u>	<u>NO. OF GALLONS/MTH</u>	<u>RATE(GH¢)</u>	<u>TOTAL</u>
ACTUAL FOR 2012	1256	60	6,840	6,185,548.80
PROJECTION FOR 2013	1,109	60	8,50	6,787,080.00

II: LEAVE ALLOWANCE	ACTUAL FOR 2012 (GH¢)	48,332,001.92 X 10%	PROJECTION FOR 2013 (GH¢)
	3,338,872.68		4,833,200.19
III: CLOTHING ALLOWANCE	3,338,872.68	48,332,001.92 X 10%	4,833,200.19

JUDICIAL SERVICE 2013

# JUDICIAL SERVICE 2013

## COMPENSATION OF EMPLOYEES

	GH¢	GH¢
Basic Salary		71,192,468.98
Salary Related Allowances:		
Leave Allowance	4,833,200.19	
Clothing Allowance	4,833,200.19	9,666,400.38
Other Allowances:		
Tribunal Panel Members Allowance (Family & Regional)	1,015,680.00	
Petrol Allowance	6,787,080.00	
Car Maintenance Allowance	251,520.00	
Motorbike Allowance	33,720.00	
Bicycle Maintenance Allowance	27,888.00	
Jurors Allowance	907,200.00	
Rules of Court Allowance	112,704.00	
Judicial Council Sub-Committees Allowance	106,800.00	
Board of Trustees (JTI) Allowance	30,000.00	
Judicial Service Committee Allowance	525,600.00	
Judicial Council Allowance	174,384.00	
Overtime Allowance	1,190,261.98	
Travelling Allowance	579,500.00	
Utility Allowance	232,421.92	
Professional Allowance	111,960.73	
Light Furnished Accommodation.	2,112,019.89	
Responsibility Allowance	327,161.26	
Rent allowance	698,094.72	
Transfer Grant	226,502.97	
		<u>15,450,499.48</u>
		<u>96,309,368.84</u>



**6. MOTOR BIKE ALLOWANCE**

GH¢

33,720.00

281 members of staff own motorbikes, and an amount of GH¢10 is paid monthly as maintenance allowance to each of them. For 2013, an amount of GH¢33,720.00 will be required to meet this expenditure.

$$281 \times 10 \times 12 =$$

33,720.00

**7. BICYCLE MAINTENANCE ALLOWANCE**

GH¢

27,888.00

581 members of staff own bicycles and are entitled to a maintenance allowance of GH¢4.00 per month. For 2013, an amount of GH¢27,888.00 will be required to meet this expenditure.

$$581 \times \text{GH¢}4.00 \times 12 =$$

27,888.00

**8. JURORS ALLOWANCES**

GH¢

907,200.00

The Service pays an amount of GH¢ 12.00 sitting allowance to each juror per day. There are 300 jurors in our Courts. The Service requires an amount of GH¢907,200.00 in 2013 to meet this expenditure.

$$300 \times \text{GH¢}12.00 \times 21 \text{ days} \times 12 \text{ months}$$

907,200.00

**9. RULES OF COURT ALLOWANCE**

GH¢

112,704.00

This is a sub-committee of the Judicial Council made up of 10 members; each member is entitled to sitting allowance per month as follows

1 Chairman @ GH¢1,152 X 12	13,824.00
9 members x GH¢720 x 12	77,760.00
2 co-pted members x GH¢720 x 12	17,280.00
1 Recorder x GH¢ 320 x 12	3,840.00
	<u>112,704.00</u>

**10. JUDICIAL COUNCIL SUB-COMMITTEES ALLOWANCE**

GH¢

106,800.00

The sub-committees are made up of a total membership of 35 and an amount of GH¢ 106,800.00 would be required to pay sitting allowance as per the details below;

	No of Persons	Rate (GH¢)	No of months (Frequency)	Total Amount (GH¢)
Appointments Committee	8	400.00	12	38,400.00
ARIC sub-committee	7	300.00	12	25,200.00
Sub-Committee on Finance	8	300.00	12	28,800.00
Adhoc (Special) Committee	5	300.00	4	6,000.00
Constitutional and Legal Committee	7	300.00	4	8,400.00
	<b>35</b>			<u><b>106,800.00</b></u>

**11. BOARD OF TRUSTEES OF JUDICIAL TRAINING INSTITUTE**

GH¢	30,000.00
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This committee is made up of 10 members, each entitled to a sitting allowance of GH¢ 250 per month.

10 x GH¢250 x 12 30,000.00

**12. JUDICIAL SERVICE COMMITTEES ALLOWANCE**

GH¢	525,600.00
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This is made up of sub-committees of total membership of 100; each is entitled to an average amount of GH¢150.00 per month.

(i) 100 x GH¢150.00 x 12 180,000.00

**(ii) A D R sitting allowance**

A D R Mediator payment for cases settled

180 Mediators nationwide for settlement of cases in the Courts

180 x GH¢ 10 per cases settled x 12 21,600.00

180 x GH¢ 5 per attendance x 30days x12 months 324,000.00

525,600.00

**13. JUDICIAL COUNCIL ALLOWANCE**

GH¢	174,384.00
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The council is made up of 18 members and an amount of GH¢190,000.00 is required to pay sitting allowance. The details are as follows:

	No of Persons	Rate (GH¢)	No of months (Frequency)	Total Amount (GH¢)
Chair	1	1,152.00	12	13,824.00
Members	17	720.00	12	146,880.00
Judicial Secretary	1	540.00	12	6,480.00
Others	3	200.00	12	7,200.00
				<u>174,384.00</u>

**14. OVERTIME ALLOWANCE**

GH¢	1,190,261.98
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Security Officers , Drivers and Court Recorders of the Service are entitled to overtime allowances because of the peculiar nature of their work.

For 2013, it is anticipated that for 956 Security Staff, 219 Drivers and 248 Court Recorders an amount of GH¢1,190,261.98 will be required for overtime payment

	Total Basic Salary	Amount GH¢
Security Officers	30% of 3,795,753.28	1,138,725.98
Drivers	GH¢ 12 x 12 months x 219	31,536.00
Court Recorders		20,000.00
		<u>1,190,261.98</u>



**15. TRAVELLING & TRANSPORT**

<b>GH¢</b>	<b>579,500.00</b>
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This item covers:

(i) Transportation Charges

(ii) Cost of petrol where an Officer travels and mileage allowances for Officers who use their official or private vehicles for official trips.

The following official trips by departments and officers are anticipated in the year 2013. The following are estimates of the cost of trips the Service intends to make in 2013.

<b>Trips to the Regions</b>		<b>Amount GH¢</b>
Superior Court Judges	GH¢320 x 6 x 5night	9,600.00
Judicial Secetary	GH¢320 x 1 x 5night	1,600.00
Deputy Judicial Secetary	GH¢240 x 2 x 5 night	2,400.00
Circuit Court Judge	GH¢240 x 6 x 5 night	7,200.00
District Mag. (Prof)	GH¢240 x 8 x 5 night	9,600.00
District Mag. (Career)	GH¢240 x 10 x 5 night	12,000.00
Directors	GH¢240 x 8 x 5 night	9,600.00
Fast Track Administrator	GH¢200 x 8 x 5 night	8,000.00
Estate	GH¢200 x 8 x 5 night	8,000.00
Court Manager	GH¢200 x 6 x 5 night	6,000.00
Internal Audit	GH¢200 x 12 x 40 x 5 night	480,000.00
Deputy Directors	GH¢140 x 8 x 5 night	8,000.00
Drivers & other staff	GH¢100 x 35 x 5 night	17,500.00
<b>Total Transportation Charges</b>		<b>579,500.00</b>

**16. UTILITY ALLOWANCE**

<b>GH¢</b>	<b>232,421.92</b>
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58 Senior officers are entitled to 15% of their basic salary per month for Electricity & Water

	<b>No- of staff</b>	<b>monthly salary</b>	<b>Amount GH¢</b>
Director	8	2,456.40	19,651.19
Deputy Director	16	2,146.51	34,344.19
Chief Registrar	35	2,146.51	75,127.91
			<b>129,123.29</b>
129,123.29 x 15% x 12 months			<b>232,421.92</b>

**17. PROFESSIONAL ALLOWANCE****GH¢****111,960.73**

In 2013 the Service will be paying 20 staff (Directors, Deputy Directors and some Senior Staff) who are members of recognized professional Bodies professional allowance

	No- of staff	Monthly salary	Amount GH¢
Lawyers	8	4,704.55	37,636.42
Accountants	2	2,456.40	4,912.80
Auditors	1	2,456.40	2,456.40
Engineers	4	2,456.40	9,825.60
Supply Chain	1	2,456.40	2,456.40
Communication	2	2,456.40	4,912.80
			<b>62,200.41</b>

62,200.41 x 15% x 12 months

**111,960.73****18. LIGHT FURNISHED ACCOMMODATION****GH¢****2,112,019.89**

In 2013 the Service will be paying members of the Lower Court Bench listed below 20% of their basic salary as housing allowance in lieu of accommodation per month as part of their new conditions of service

	No-	monthly salary	Amount GH¢
Dep. Judicial Secretary	2	4,704.55	9,409
Circuit Court Judges	66	4,704.55	310,500
District Mag. (Prof)	44	4,151.03	182,645
District Mag. (Career)	124	3,043.98	377,454
			<b>880,008.29</b>

880,008.29 x 20% x 12

**2,112,019.89****19. RESPONSIBILITY ALLOWANCE****GH¢****327,161.26**

In 2013 the Service will be paying members of the Lower Court Bench 10% of their basic salary per month for Responsibility allowance as part of their new conditions of service

	No-	Monthly salary	Amount GH¢
Dep. Judicial Secretary	2	4,704.55	9,409.10
Circuit Court Judges	22	4,704.55	103,500.14
District Mag. (Prof)	12	4,151.03	49,812.34
District Mag. (Career)	30	3,043.98	91,319.40
Acting Allowance (Deputies)	5	3,718.68	18,593.40
	71		<b>272,634.38</b>
			<b>327,161.26</b>

272,634.38 x 10% x 12

**327,161.26**

**20. RENT ALLOWANCE**

<b>GH¢</b>	<b>698,094.72</b>
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The Service pays 20% basic salary per month as rent allowance to Superior Court Judges who live in their own houses

	No-	monthly salary	Amount GH¢
Supreme Court	2	6,919.20	13,838.40
Appeal Court	7	6,367.20	44,570.40
High Court	40	5,811.60	232,464.00
			290,872.80
	290,872.80	x 20%	58,174.56
	58,174.56	*12	698,094.72

**21. TRANSFER GRANT**

<b>GH¢</b>	<b>226,502.97</b>
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It is anticipated that the following transfers will be made in 2013.

		GH¢	GH¢
High Court Judges	7	5,811.60	40,681.20
Circuit Court Judges	6	4,704.55	28,227.31
Magistrates	10	4,151.03	41,510.28
Chief Registrars (F)	15	2,146.50	32,197.52
Deputy Chief Reg.	5	1,875.70	9,378.51
Snr. High Court Reg.	15	1,251.59	18,773.80
Chief Registrars	5	2,146.50	10,732.51
High Court Registrars	15	1,022.37	15,335.59
Senior Bailiffs	5	637.71	3,188.55
Bailiffs Gd. I	5	566.73	2,833.65
Circuit Court Registrars	10	908.14	9,081.42
District Court Registrars	10	637.71	6,377.09
Assistant Registrars	10	566.73	5,667.29
Clerical Officers	5	503.65	2,518.25
			226,502.97

## GOODS AND SERVICES FOR 2013 SUMMARY

	GH¢
1 Electricity	1,917,474.60
2 Water	872,561.60
3 Telecommunication Charges	987,523.00
4 Postal Charges	16,914.96
5 Sanitation	96,500.00
6 Fire-Fighting & Fire Drills	30,000.00
7 Cleaning Materials	30,850.00
8 Contract Cleaning	331,656.00
9 Other Office Consumables	25,000.00
10 Stationery / Printed Materials	1,895,562.00
11 Refreshment	34,720.00
12 First Aid Materials	55,000.00
13 Contract Printing	200,000.00
14 Publications	46,800.00
15 Library	155,000.00
16 Advertisement	50,000.00
17 Office Accommodation – Rentals	86,400.00
18 Hotel Accommodation	187,200.00
19 Repair & Maintenance of Official Vehicles	2,667,380.00
20 Towing Car	8,584.00
21 Running Cost of Official Vehicles	1,035,982.08

22	Driveways and Grounds	100,000.00
23	Minor Repairs of Residential Accommodation.	1,000,000.00
24	Minor Repairs of Office Accommodation	1,300,320.00
25	Maintenance of Furniture/Fittings	200,000.00
26	Maintenance of Equipment & Plant	914,998.00
27	Insurance	2,278,323.60
28	Hardware, Photocopy, etc Accessories	405,404.00
29	Voice Recording Accessories	32,025.00
30	Bank Charges	15,352.00
31	Consultancy Fees (Data base of Properties, Inquests, Professional dues, Etc.)	90,000.00
32	Toner/Cartridges (various)	250,451.00
33	Funeral Grants/Conveyance	65,900.00
34	Refund of Medical Bills	2,880,000.00
35	Foreign & Local Subscriptions	5,716.80
36	Conveyance	181,200.00
37	Property Rate	73,000.00
38	1 day Judgment writing and Decision Making seminar for 25 Career Magistrates in Brong Ahafo by 30th June, 2013.	19,675.00
39	2 day Seminar on land Dispute Adjudication for 20 Judges and Magistrates in Tamale by 30/5/13.	20,600.00
40	1 day Workshop on the Law of Evidence for 25 Judges and Magistrates in Accra by 28/6/2013	19,675.00

41	Organise a 1 day Workshop for 20 participants to select sector specific indicators, establish baselines and targets and to produce M & E Matrix in Kumasi by 17/4/2013	15,900.00
2	Organise a 1 day meeting to do stakeholder analysis and assess M & E needs and conditions in Accra by 20/2/2013	12,125.00
3	3 day training for 15 Regional M & E Officers on Annual progress report preparation and validation in Accra by 25th April, 2013	19,575.00
44	Organise induction courses for newly appointed judges, magistrates and staff of the Service by 31st October 2013.	54,000.00
45	Organise a one-day Workshop on managing Family and Juvenile Courts for 20 Magistrates in Accra by June 2013.	15,900.00
46	Organise a Two -day Sensitization Workshop on A D R for 20 Regional Coordinators & Officers in Accra by 31/7/13	20,600.00
7	Organise an A.D.R. week celebration in Accra by 31/8/2013.	20,600.00
48	Organise a Five-day Project Management Training for 15 Management staff made up of Directors, Deputy Directors & Regional Registrars in Koforidua by 30th April 2013	27,025.00
9	Organise a Two -day Training on Supply Chain Management for Eleven (11) staff of Logistics Unit in Accra by 31st August 2013.	12,050.00
50	Organise a Two-day Training on modern Auditing Techniques for 20 Regional Auditors, Accountants & Registrars in Kumasi by 31/7/2013.	20,600.00
1	Organise a 2 Day Seminar on work Ethics, integrity and professional responsibilities for 3 budget staff at MDPI in Accra by 31/7/2013.	4,450.00
2	Organize a 3-day Training of Trainers seminar for 15 staff of the Administrative Class in Sunyani by 31/05/2013	19,575.00
53	Organize a 3-day Training of Trainers seminar for 10 other operational staff of the Service in Ho by 31/01/2013	13,850.00

54	Organise a 5 day refresher course for 32 officers on budget preparation i.e new classification of budget & Programme Based Budgeting in Tamale by 29th February 2013	39,040.00
57	Sponsor 40 Superior Court Judges on Quinquennial Leave by 31st July, 2013.	1,366,400.00
58	Sponsor the Chief Justice and 15 Others to the International Conference of Justices by 30th September 2013.	604,160.00
57	Sponsor 10 Senior Officers on RIPA/Crown Agents courses in Britain by 30th September 2013.	353,600.00
58	Sponsor 45 Senior Officers on highly specialised courses at GIMPA, ISSER and MDPI.	67,500.00
59	Sponsor 4 Judges/Magistrates to the Commonwealth Magistrates and Judges Association (CMJA) Conference by 31st July 2013	56,640.00
60	Organise a 6 day financial modelling in excel for 3 staff of Finance and Budget Unit in Accra by 30th April, 2013.	5,610.00
61	Organise Budgeting and Budgetary control seminar for 3 staff of Budget Unit in Accra by May 2013	2,850.00
62	Pay Professional membership and affiliation Fees for 20 Professionals	10,000.00
63	Organise a 3 day seminar for 20 Accountancy staff on effective financial reporting in Accra by 31st July, 2013.	25,300.00
64	Hold 2 day Workshop for 10 regional statistical officers on how to collect, collate, validate, store and analyse statistical data in Accra by 30th June 2013	11,100.00
65	Sponsor 9 Top-Management staff to attend workshop on Management & Leadership skills in Accra by 31st August 2013.	4,575.00
66	Organize a workshop on Finance & Accounting for 20 Non-Finance Managers in Accra by 31st August 2013.	15,900.00
67	Sponsor 8 senior staff to attend a one-week workshop on Modern Approach to Procurement in Accra by 30th June 2013	4,870.00

58	Organise one day basic fire awareness training for 20 members of staff in Accra by 31/8/13	15,900.00
70	Design a comprehensive Fire and Emergency policy for the Judicial Service in Accra by 30/09/13	7,500.00
	Organise a two (2) day Judicial Ethics Training for Circuit Court Registrars in Ashanti, B/A, UW, UE and Northern Regions by 31/7/2013.	20,600.00
71	Organise a two (2) day Judicial Ethics Training for District Court Registrars, Cashiers and Court Clerks in Ashanti, B/A, UW, UE and Northern Regions by 31/7/2013.	20,600.00
72	Organise Legal Year Activities for Judges, Staff and others by 30/6/2013	190,150.00
73	Pay book allowance to 158 Judges of the Superior Court and 270 Lower Court Judges and Magistrates by 31st March 2013.	368,400.00
74	a. Robe Allowance to 29 newly Appointed Superior Court Judges by 31st July, 2013. b. Renewal of Robing allowance for 30 Superior Court Judges.	236,000.00
75	Pay consultancy fees on the expansion of the Service's internet bandwidth by 30/6/2013.	229,770.00
76	Organise a Regional Working visit for the Chief Justice and 2 others to 9 Regions by 31st May 2013.	35,400.00
77	Organise a Two -day Sensitization Workshop for Parliamentary Select Committee on the Judiciary in Accra by 31/8/13	20,600.00
	Best Worker Awards in Accra	15,000.00



**8. CONTRACT CLEANING**

<b>GH¢</b>	<b>331,656.00</b>
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(a) Contract Cleaning of the New Administration Block, Land Court Building,

Kumasi Court of Appeal Complex and Commercial Court

building (GH¢ 8000 x 12 x 2 )

192,000.00

(b) Cleaning of carpets in offices and residences of Judges, cleaning of Supreme and High Court Buildings and fumigation will require

an amount of GH¢139,656.00 in 2013.

139,656.00

331,656.00

**9. OTHER OFFICE CONSUMABLES**

<b>GH¢</b>	<b>25,000.00</b>
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These include toiletries, detergents, office sprays, etc.

For 2013, a provision of GH¢25,000.00 is needed to meet this expenditure.

**10. STATIONERY / PRINTING MATERIALS**

<b>GH¢</b>	<b>1,895,562.00</b>
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One of the major inputs of the Service is stationery. For this purpose the Service will require an amount of GH¢1,895,562.00 for 2013.

**11. REFRESHMENT**

<b>GH¢</b>	<b>34,720.00</b>
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The following categories of Judges and Officers on committees of the Judicial Service are provided refreshment. The details are as follows:

Chief Justice's Secretariat	6,000.00
Judicial Council	8,000.00
Supreme Court Judges, 13 x GH¢20 x 12	3,120.00
Appeal Court Judges, 29 x GH¢20 x 12	6,960.00
6 sub-committees, 6 x GH¢120 x 12	8,640.00
Other sub-committees,	2,000.00
	<u>34,720.00</u>

The sub-committees are: Rules of Court Committee, Appointments & Disciplinary Committee, Finance Committee, Tender Review Committee, Entity Tender Committee, Audit Report Implementation Committee. Others are: Judicial Training Institute Board of Trustees, Budget & Finance Committee, Automated Court Management Committee and other ad hoc committees.

**12. FIRST AID MATERIALS**

<b>GH¢</b>	<b>55,000.00</b>
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The Service operates a clinic for its staff at the Head Office and has extended the facility to Kumasi. Other first aid materials are also supplied to Regions and offices where clinics are not yet established. For 2013, an amount of GH¢55,000.00 will be required to meet this expenditure.

**13. CONTRACT PRINTING**

This item covers the printing of Judicial Forms countrywide.

For 2013, an amount of GH¢200,000.00 will be required.

GH¢	200,000.00
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**14. PUBLICATIONS**

It is the policy of Management to make available to Judges and Senior Staff 2 daily news papers and some few essential ones. It is estimated that an amount of GH¢ 4,770.00 would be spent in a month in 2013. The Service would, therefore, require an amount of GH¢ 56,880.00 i.e. GH¢4,740.00 x 12 months = GH¢ 56,880.00

GH¢	56,880.00
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	No-	Qty	Unit Cost	Amount GH¢
Judges	226	4	2.50	2,260
District Mag.	124	4	2.50	1,240
Senior Staff	40	4	2.50	400
				3,900.00
		12 months x	4,740.00	46,800.00

**15. LIBRARY**

The Judicial Service has a library at the Supreme Court Building and in Kumasi in the Court of Appael Building equipped with Statutes, Journals, Acts of Parliament, Law Reports, Daily Publications etc for research and references by Judges, Lawyers and Staff country-wide.

For 2013, an amount of GH¢155,000.00 will be needed to equip the library.

GH¢	155,000.00
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**16. ADVERTISEMENT**

The Judicial Service advertises to recruit professionals and other skilled personnel and for invitation of tenders in respect of award of contracts. The Service anticipates an expenditure of GH¢50,000.00 to meet advertisements in the various print and electronic media at a minimum of 50 adverts at a cost of GH¢1,000.00 per advertisement.

GH¢	50,000.00
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**17. OFFICE ACCOMMODATION – RENTALS**

The Service rents 24 units of office accommodation at a monthly rental charge of GH¢300.00 per month in 2013.

24 x GH¢300.00 x 12

GH¢	86,400.00
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= GH¢86,400.00

**18. HOTEL ACCOMMODATION**

(i) Hotel accommodation is provided to Judges, Magistrates and Court Registrars who are invited from the regions for consultation with and assignment by Her Ladyship, the Chief Justice and Management. Some foreign dignitaries are also provided with hotel accommodation.

For 2013 it is anticipated that 60 Judges, Magistrates, Court Registrars and foreign dignitaries would be accommodated;

The figure includes lodging and meals.

GH¢	187,200.00
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60 x 12 x GH¢200.00

= 144,000.00

(ii) Regional Accountants and Registrars travel once a month to Accra to submit monthly finance returns for consultation and briefing, submit inputs for salaries and receive stationery. It is assumed that they spend 1 night each month.

12 x 18 x 1 x GH¢200.00	=	43,200.00
Total for the year	=	187,200.00

**19. REPAIRS & MAINTENANCE OF OFFICIAL VEHICLES**

GH¢	2,667,380.00
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It is anticipated that the 203 official vehicles for the Service would be maintained at an average cost of GH¢1094.98 per month.

$$203 \times \text{GH¢ } 1,094.98 \times 12 \text{ months} = \text{GH } \text{¢ } 2,667,380.00$$

**20. TOWING OF CARS**

GH¢	8,584.00
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(i) Towing of broken down official cars.

**21. RUNNING COST OF OFFICIAL VEHICLES**

GH¢	1,035,982.08
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Fuel for 203 cars with average daily consumption of 2 gallons

$$203 \times 2 \times 252 \text{ days @ GH¢8.50} \quad 869,652.00$$

Lubricants for 203 vehicles @ GH¢68 per month.

$$203 \times \text{GH¢}68.28 \times 12 \text{ months} \quad 166,330.08$$

Total Running Cost of Vehicles		1,035,982.08
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**22. DRIVEWAYS AND GROUNDS**

GH¢	100,000.00
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It is anticipated that maintenance of driveways leading to Judges' Residences and Court premises throughout the country will require an average amount of GH¢5,000 per region.

$$20 \times \text{GH¢}5,000.00 = \text{GH¢}100,000.00$$

**23. MINOR REPAIRS OF RESIDENTIAL ACCOMMODATION**

GH¢	1,000,000.00
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The Service will need GH¢ 1,000,000.00 to do minor repairs on 125 official residences nationwide

**24. MINOR REPAIRS OF OFFICE ACCOMMODATION**

GH¢	1,300,320.00
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The Service will need GH¢ 1,300,320.00 to do minor repairs on 60 offices and court houses nationwide

**25. MAINTENANCE OF FURNITURE AND FITTINGS**

<b>GH¢</b>	<b>200,000.00</b>
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It is expected that the Service will need an amount of GH¢200,000.00 to be able to maintain its furniture and fittings for 2013.

The following are the details:

i) Accra/Tema Maintenance Cost	69,643.00
ii) Nine(9) Regions Maintenance Cost	130,357.00
	<b>200,000.00</b>

**26. MAINTENANCE OF EQUIPMENT AND PLANT**

<b>GH¢</b>	<b>914,998.00</b>
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It is anticipated that the Service will expend a total of GH¢ 914,998.00 on this item. The following are the details:

a) Head Office Maintenance Cost	90,000.00
b) Court Recording System (Femida)	250,000.00
c) 9 Regions Maintenance Cost	75,000.00
d) Air Condition	166,666.00
e) Lifts	166,666.00
f) Generators	166,666.00
	<b>TOTAL 914,998.00</b>

**27. INSURANCE**

<b>GH¢</b>	<b>2,278,323.60</b>
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The Service will spend an amount of Gh¢ 2,278,323,60 as premium for 2013 on the 203 official vehicles used country wide, buildings consisting of New Administration Block in Accra and Kumasi Court of Appeal.

**28. HARDWARE, PHOTOCOPY, ID CARD & NETWORK ACCESSORIES**

<b>GH¢</b>	<b>405,404.00</b>
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The Service intends to continue with its automation process and for 2013, an amount of GH¢405,404.00 would be needed to meet the following requirements:

Items	Amount (GH¢)
a) Photocopier Accessories	234,175.00
b) Hardware Working tools	67,040.00
c) ID Card Accessories	8,000.00
d) Network Accessories	46,189.00
e) Computer Accessories	50,000.00
	<b>405,404.00</b>

**29 VOICE RECORDING ACCESSORIES**

<b>GH¢</b>	<b>32,025.00</b>
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For the year 2013, the Service will require an amount of GH¢32,025.00 to upgrade and maintain its recording systems at the various automated courtrooms.

**30 BANK CHARGES**

<b>GH¢</b>	<b>15,352.00</b>
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The Service operates bank accounts with the commercial banks throughout the country. For the year 2013 an amount of GH¢15,352.00 will be incurred as bank charges.

**31 CONSULTANCY FEES (INQUEST, ETC)**

<b>GH¢</b>	<b>90,000.00</b>
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The Service pays for Inquests charges.

For 2013, the service anticipates paying

90,000.00

**32 TONER & CARTRIDGE (VARIOUS)**

<b>GH¢</b>	<b>250,451.00</b>
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The Service will need GH¢ 250,451.00 to purchase Toners/Cartridges (Various) nationwide for usage

**33. FUNERAL GRANTS**

<b>GH¢</b>	<b>65,900.00</b>
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It is anticipated that in 2013, an amount of GH¢65,900 would be required to finance funeral activities for about 50 persons within the service. Below are the details

50 persons per year @ GH¢1,318.00

	Staff	GH¢	GH¢
T&T	3	300.00	900.00
Donation	50	500.00	25000.00
Coffin	50	300.00	15000.00
Hearse	50	500.00	25000.00
			65,900.00

**34. REFUND OF MEDICAL BILLS**

<b>GH¢</b>	<b>2,880,000.00</b>
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The Service anticipates that an average amount of GH¢500 per person would be paid as Medical refund to 480 staff in the year 2013.

	Staff	Unit Amount (GH¢)	No. of months	Total Amount (GH¢)
Medical Bill Refund	480	500.00	12	2,880,000.00

**35. FOREIGN & LOCAL SUBSCRIPTION**

<b>GH¢</b>	<b>5,716.80</b>
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(i) Foreign subscriptions for the Supreme Court Justices and other professionals an amount of \$716.7 at an exchange rate of 1USD to GH¢ 2.00 will be paid in 2013.

	US \$	GH¢	No- of staff	Amount GH
a) Superior Court Justices	416.7	2.00	2	1,666.80
b) Professional Staff	300	2.00	3	1,800.00
				3,466.80

(ii) In 2013 the Service will pay local Subscriptions for 5 staff who are members of recognized professional Bodies

	GH¢	No- of staff	Amount GH
a) Professional Staff	450	5	2,250.00
<b>Total</b>			5,716.80

**36. CONVEYANCE**

<b>GH¢</b>	<b>181,200.00</b>
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It is anticipated that the Service will be paying conveyance fees for transfer of staff in 2013.

	GH¢	650km	
High Court Judges	7	2200	15,400.00
Circuit Court Judges	6	2025	12,150.00
Magistrates	10	1850	18,500.00
Chief Registrars (F)	15	1850	27,750.00
Deputy Chief Reg.	5	1600	8,000.00
Snr. High Court Reg.	15	1470	22,050.00
Chief Registrars	5	1850	9,250.00
High Court Registrars	15	1385	20,775.00
Senior Bailiffs	5	1255	6,275.00
Bailiffs Gd. I	5	1030	5,150.00
Circuit Court Registrars	10	1255	12,550.00
District Court Registrars	10	1030	10,300.00
Assistant Registrars	10	870	8,700.00
Clerical Officers	5	870	4,350.00
<b>Extra KM (Diff. x0.10 x Tons)</b>			<b>181,200.00</b>

**37. PROPERTY RATE**

<b>GH¢</b>	<b>73,000.00</b>
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Pay property rate for office accommodation nationwide

Details	GH¢
Offices in Accra	20,000.00
Offices in Ho	5,000.00
Offices in Kumasi	10,000.00
Offices in Sekondi	6,000.00
Offices in Koforidua	6,000.00
Offices in Cape Coast	6,000.00
Offices in Sunyani	5,000.00
Offices in Tamale	5,000.00
Offices in Bolgatanga	5,000.00
Offices in Wa	5,000.00
<b>TOTAL</b>	<b>73,000.00</b>

# DETAILED TRAINING, SEMINARS AND CONFERENCES FOR 2013

**OBJECTIVE 1**                      **To Strengthen Public Trust and Confidence in the Judiciary by deepening understanding of its functions.**

**OUTPUT 1**                              **Judgment writing and Decision making seminar for Career Magistrates organised in the Eastern Region by 30th June, 2013.**

**ACTIVITY 1**                              **1 day Judgment writing and Decision Making seminar for 25 Career Magistrates in Brong Ahafo by 30th June, 2013.**

**DETAILS:**

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GI
Accommodation	25	150.00	2	7,500.0
Stationery	25	15.00	1	375.0
Refreshment	25	45.00	2	2,250.0
Transportation	25	350.00	1	8,750.0
Hiring of Venue	1	200.00	1	200.0
Resource Person	1	600.00	1	600.0
				<b>19,675.</b>

**OUTPUT 2**                              **Seminar on Effective Adjudication for 60 Judges and Magistrates organized in the Northern Region by 30 / 5/ 2013.**

**ACTIVITY 1**                              **2 day Seminar on Land Dispute Adjudication for 20 Judges and Magistrates in Tamale by 30/5/13.**

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount C
Accommodation	20	150.00	3	9,000.
Stationery	20	15.00	1	300.
Refreshment	20	45.00	3	2,700.
Transportation	20	350.00	1	7,000.
Hiring of Venue	1	200.00	2	400.
Resource Person	1	600.00	2	1,200.
				<b>20,600</b>

**ACTIVITY 2**

1 day Workshop on the Law of Evidence for 25 Judges and Magistrates in Accra by 28/6/2013.

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	25	150.00	2	7,500.00
Stationery	25	15.00	1	375.00
Refreshment	25	45.00	2	2,250.00
Transportation	25	350.00	1	8,750.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>19,675.00</b>

**OUTPUT 3:**

Four (4) day I C T training for Court Recorders of semi-automated lower Courts in Ashanti, Brong Ahafo, Upper East, Upper West & Northern Regions organized by 30th June 2013.

**ACTIVITY 1:**

Organise a two -day I C T training for 25 Court Recorders of semi-automated lower Court in Ashanti, Upper East, Upper West & Northern Regions by 30th June 2013.

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	25	150.00	3	11,250.00
Stationery	25	15.00	1	375.00
Refreshment	25	45.00	3	3,375.00
Transportation	25	350.00	1	8,750.00
Hiring of Venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<b>25,350.00</b>

**OUTPUT 4**

Workshop on Petroleum Law for High Court Judges organised by 31st July 2013.

**ACTIVITY 1**

Organise a one day Workshop on Petroleum Law for 40 High Court Judges in Accra by 31st July 2013.

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/ nights	Amount GH¢
Accommodation	40	150.00	2	12,000.00
Stationery	40	15.00	1	600.00
Refreshment	40	45.00	2	3,600.00
Transportation	40	350.00	1	14,000.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>31,000.00</b>



**OUTPUT 5**

Monitoring and Evaluation Plan developed by 30th June 2013

**ACTIVITY 1**

Organise a 1 day Workshop for 20 participants to select sector specific indicators, establish baselines and targets and to produce M &amp; E Matrix in Kumasi by 17/4/2013

**DETAILS :**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	20	150.00	2	6,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	2	1,800.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>15,900.00</b>

**ACTIVITY 2**

Organise 1 day meeting to do stakeholder analysis and assess M &amp; E needs and Conditions in Accra by 20/02/2013

**DETAILS :**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	15	150.00	2	4,500.00
Stationery	15	15.00	1	225.00
Refreshment	15	45.00	2	1,350.00
Transportation	15	350.00	1	5,250.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>12,125.00</b>

**ACTIVITY 3**

A 3 day training for 15 Regional M&amp; E Officers on Annual progress report preparation and validation in Accra by 25th April, 2013

**DETAILS:**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	15	150.00	4	9,000.00
Stationery	15	15.00	1	225.00
Refreshment	15	45.00	4	2,700.00
Transportation	15	350.00	1	5,250.00
Hiring of Venue	1	200.00	3	600.00
Resource Person	1	600.00	3	1,800.00
				<b>19,575.00</b>

**OUTPUT 6**

Induction Course for Newly Appointed Judges, Magistrates and Staff organised by 31st October 2013

**ACTIVITY 1** Organise induction courses for newly appointed Judges, magistrates and staff of the Service by 31st October 2013.

**DETAILS** Materials & Resource Personnel 54,000.00

**OUTPUT 7** Workshop on Family Law and Juvenile Tribunal for Magistrates and Panel members organized by 30th June 2013.

**ACTIVITY 1** Organise a one-day Workshop on managing Family and Juvenile Courts for 20 Magistrates in Accra by June 2013.

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	20	150.00	2	6,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	2	1,800.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<u>15,900.00</u>

**OUTPUT 8** Refresher Course on Court -Connected A D R for Magistrates organized by 31/7/2013.

**ACTIVITY 1** Organise a Two -days Sensitization Workshop on A D R for 20 Regional Coordinators & Officers in Accra by 31/7/2013

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	20	150.00	3	9,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	3	2,700.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<u>20,600.00</u>

**ACTIVITY 2****Organise an A.D.R. week celebration in Accra by 31/8/2013.****DETAILS**

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH¢
Accommodation	20	150.00	3	9,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	3	2,700.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<b>20,600.00</b>

**OBJECTIVE 2:****To improve administrative Capacity and efficient management of the Judiciary's resources.****OUTPUT 1:****Five-day Project Management Training for Management Staff organized by 30th April 2013.****ACTIVITY 1:****Organise a Five-day Project Management Training for 15 Management Staff made up of Directors, Deputy Directors & Regional Registrars by 30th April 2013.****DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	15	150.00	6	13,500.00
Stationery	15	15.00	1	225.00
Refreshment	15	45.00	6	4,050.00
Transportation	15	350.00	1	5,250.00
Hiring of Venue	1	200.00	5	1,000.00
Resource Person	1	600.00	5	3,000.00
				<b>27,025.00</b>

**OUTPUT 2:****Two -day Training on Supply Chain Management for Staff of the Logistics unit by 31st August 2013.****ACTIVITY 1****Organise a two -day Training on Supply Chain Management for Eleven (11) Staff of the Logistics unit. in Accra by 31st August 2013.**

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH¢
Accommodation	11	150	3	4,950.000
Stationery	11	15	1	165.000
Refreshment	11	45	3	1,485.000
Transportation	11	350	1	3,850.000
Hiring of Venue	1	200	2	400.000
Resource Person	1	600	2	1,200.000
				<u>12,050.00</u>

**OUTPUT 3**

Two-Day Training on modern Auditing Techniques organised for 20 Regional Auditors and Accountants in Kumasi by 31/7/2013.

**ACTIVITY 1**

Organise a two-Day Training on modern Auditing Techniques for 20 Regional Auditors and Accountants in Kumasi by 31/7/2013.

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	20	150.00	3	9,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	3	2,700.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<u>20,600.00</u>

**OUTPUT 4**

Two Day Seminar on work Ethics, integrity and professional responsibilities organized for 5 budget staff by 31/7/2013.

**ACTIVITY 1**

Organise a 2 Day Seminar on work Ethics, integrity and professional responsibilities for 3 budget staff at MDPI in Accra by 31/7/2013.

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	3	150.00	3	1,350.00
Stationery	3	15.00	1	45.00
Refreshment	3	45.00	3	405.00
Transportation	3	350.00	1	1,050.00
Hiring of Venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<u>4,450.00</u>

**OUTPUT 5**

A 3-day Training of Trainers Seminar for the Administrative Class (15), Registry (30) and other categories (30) of operational staff organised by 31/05/2013

**ACTIVITY 1**

Organize a 3-day Training of Trainers Seminar for 15 staff of the Administrative Class Sunyani by 31/05/2013

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	15	150.00	4	9,000.00
Stationery	15	15.00	1	225.00
Refreshment	15	45.00	4	2,700.00
Transportation	15	350.00	1	5,250.00
Hiring of Venue	1	200.00	3	600.00
Resource Person	1	600.00	3	1,800.00
				<u>19,575.00</u>

**ACTIVITY 2**

Organize a 3-day Training of Trainers Seminar for 10 other operational staff of the Service in Ho by 31/01/2013

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	10	150.00	4	6,000.00
Stationery	10	15.00	1	150.00
Refreshment	10	45.00	4	1,800.00
Transportation	10	350.00	1	3,500.00
Hiring of Venue	1	200.00	3	600.00
Resource Person	1	600.00	3	1,800.00
				<u>13,850.00</u>

**OUTPUT 6**

Three day seminar organised for 9 Administrators, 20 Accountants on budget preparation by 29th February, 2013.

**ACTIVITY 1:**

Organise a 5 day refresher course for 32 officers on budget preparation i.e new classification of budget & Programme Based Budgeting in Tamale by 29th February 2013

**DETAILS :**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	32	150.00	4	19,200.00
Stationery	32	15.00	1	480.00
Refreshment	32	45.00	4	5,760.00
Transportation	32	350.00	1	11,200.00
Hiring of Venue	1	200.00	3	600.00
Resource Person	1	600.00	3	1,800.00
				<u>39,040.00</u>

**OUTPUT 7**

Chief Justice, Superior Court Judges, Accountants, Administrators and Registrars sponsored on local and overseas courses by 30th September 2013.

**ACTIVITY 1:**

Sponsor 40 Superior Court Judges on Quinquennial Leave by 31st July, 2013.

**DETAILS :**

	No- of Judges	US \$	GH¢	No. of Days	Amount GH¢
Air ticket	40	5500	2.00	1	440,000.00
Per diem	40	360	2.00	30	864,000.00
Warm clothing	40	280	2.00	1	22,400.00
Accountable imprest	40	500	2.00	1	40,000.00
					<u>1,366,400.00</u>

**ACTIVITY 2:**

Sponsor the Chief Justice and 15 Others to the International Conference of Justices by 30th September 2013.

**DETAILS :**

	No- of Judges	US \$	GH¢	No. of Days	Amount GH¢
Air Ticket	16	4500.00	2.00	1	144,000.00
Per Diem (CJ)	16	1000.00	2.00	10	320,000.00
Per diem	16	360.00	2.00	10	115,200.00
Warm Clothing	16	280.00	2.00	1	8,960.00
Accountable imprest	16	500.00	2.00	1	16,000.00
					<u>604,160.00</u>

**ACTIVITY 3 :**

Sponsor 10 Senior Officers on RIPA/Crown Agents course in Britain by 30th September 2013.

	No- Staff	US \$	GH¢	No. of Days	Amount GH¢
Air ticket	10	4500.00	2.00	1	90,000.00
Per diem	10	360.00	2.00	15	108,000.00
Warm clothing	10	280.00	2.00	1	5,600.00
Accountable imprest	10	500.00	2.00	1	10,000.00
Course fees	10	7000.00	2.00	1	140,000.00
					<u>353,600.00</u>

**ACTIVITY 4:** Sponsor 45 Senior Officers on highly specialised courses at GIMPA, ISSER and MDPI.

DETAILS:	No- Staff	US \$	GH¢	Amount GH¢
Tuition	45	750.00	2.00	<u>67,500.00</u>

**ACTIVITY 5:** Sponsor 4 Judges/Magistrates to the Commonwealth Magistrates and Judges Association (CMJA) Conference by 31st July 2013.

DETAILS:	No- Judges	US \$	GH¢	No of Days	Amount GH¢
Air ticket	4	4500	2.00	1	36,000.00
Per diem	4	360	2.00	5	14,400.00
Warm clothing	4	280	2.00	1	2,240.00
Accountable imprest	4	500	2.00	1	4,000.00
					<u>56,640.00</u>

**OUTPUT 8:** Seminars organised for Accountants, Auditors, and Administrators on Accountancy, Management and Administration in Accra by 31st July 2013.

**ACTIVITY 1:** Organise a 6 Day Financial Modelling in Excel training for 6 staff of the Finance & Budget Unit in Accra by 30th April, 2013.

DETAILS :	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Stationery	6	15.00	1	90.00
Refreshment	6	45.00	6	1,620.00
Transportation	6	50.00	1	300.00
Hiring of Venue (JTI)				
Resource Person	1	600.00	6	3,600.00
				<u>5,610.00</u>

**ACTIVITY 2:** Organise Budgeting and Budgetary control seminar for 3 staff of Budget Unit in Accra by May 2013

DETAILS :	No of Staff	Unit price GH¢	Amount GH¢
Transportation	3	350	1,050.00
Tuition Fees	3	600	1,800.00
			<u>2,850.00</u>

**ACTIVITY 3**

To pay Professional membership and affiliation Fees  
Professional Fees for 20 Professionals

**10,000.00**

**ACTIVITY 4:**

Organise a 3 day seminar for 20 Accountancy staff on effective financial reporting in Accra by 31st July, 2013.

**DETAILS:**

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH¢
Accommodation	20	150.00	4	12,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	4	3,600.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	3	600.00
Resource Person	1	600.00	3	1,800.00
				<b>25,300.00</b>

**OUTPUT 9**

Workshops/seminars organized to enhance data collection, monitoring and evaluation by 31st August 2013

**ACTIVITY 1**

Hold a 2 day Workshop for 10 regional statistical officers on how to collect, collate, validate, store and analyse statistical data in Accra by 30th June 2013

**DETAILS:**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	10	150.00	3	4,500.00
Stationery	10	15.00	1	150.00
Refreshment	10	45.00	3	1,350.00
Transportation	10	350.00	1	3,500.00
Hiring of Venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<b>11,100.00</b>

**OUTPUT 10**

Training sessions to enhance managerial performance in Leadership, Accountancy, Procurement and Policy development and analysis for Heads of Departments and Registries organized by 31st August 2013

**ACTIVITY 1:**

Sponsor 9 Top-Management staff to attend workshop on Management & Leadership skills in Accra by 31st August 2013.



DETAILS:	No- of staff	Unit price GH¢	Amount GH¢
Tuition	9	508.33	4,575.00

**ACTIVITY 2** Organize a workshop on Finance & Accounting for 20 Non-Finance Managers in Accra by 31st August 2013.

DETAILS:

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH¢
Accommodation	20	150.00	2	6,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	2	1,800.00
Transportation	20	350.00	1	7,000.00
Hiring of venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>15,900.00</b>

**ACTIVITY 3** Sponsor 8 senior staff to attend one-week workshop on Public Procurement Act (663) of 2003 in Accra by 30th June 2013.

DETAILS:

	No- of staff	Unit price GH¢	Amount GH¢
Tuition	8	608.75	4,870.00

**OUTPUT 11** Basic Health & Safety Awareness created by 30/04/2013

**ACTIVITY 1:** Organise a one day basic fire awareness-training for 20 members of staff in Accra by 31/8/13

DETAILS:

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH¢
Accommodation	20	150.00	2	6,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	2	1,800.00
Transportation	20	350.00	1	7,000.00
Hiring of venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>15,900.00</b>

**ACTIVITY 2** Design a comprehensive Fire and Emergency policy for the Judicial Service in Accra by 30/09/13

**7,500.00**

**OBJECTIVE 3:** Attract quality staff, strengthen the capacity of its Human Resource and improve the conditions of service of staff

**OUTPUT 1:** Seminar on ethics at the workplace and professional responsibility for 20 participants organised by 31st May, 2013

**ACTIVITY 1** Organise a two (2) day Judicial Ethics Training for 20 Circuit Court Registrars in Ashanti, B/A, UW, UE and Northern Regions by 31/7/2013.

**DETAILS :**

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH
Accommodation	20	150.00	3	9,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	3	2,700.00
Transportation	20	350.00	1	7,000.00
Hiring of venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<u>20,600.0</u>

**ACTIVITY 2** Organise a two (2) day Judicial Ethics Training for 20 District Court Registrars, Cashiers and Court Clerks in Ashanti, B/A, UW, UE and Northern Regions by 31/7/2013.

**DETAILS :**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH
Accommodation	20	150.00	3	9,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	3	2,700.00
Transportation	20	350.00	1	7,000.00
Hiring of venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<u>20,600.0</u>

**OUTPUT 2** Judges and Staff accommodated and refreshed during Legal Year Activities.

**ACTIVITY 1:** Organise Legal Year Activities for Judges, Staff and others by 3rd October 2013.

**DETAILS:**

	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH¢
Accommodation	250	150.00	2	75,000.00
Stationery	250	15.00	1	3,750.00
Refreshment	250	45.00	2	22,500.00
Transportation	250	350.00	1	87,500.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	2	1,200.00
				<b>190,150.00</b>

**OUTPUT 3**

Book and Robe Allowances paid to Superior Court Justices by 31st March 2013.

**ACTIVITY 1:**

Pay book allowance to 158 Judges of the Superior Court and 270 Lower Court Judges and Magistrates by 31st March 2013.

Book Allowance:

**DETAILS:**

	No- Judges	US\$	GH¢	Amount GH¢
Superior Courts Judge	158	500.00	2.00	158,000.00
Dep. Judicial Secretary	2	500.00	2.00	2,000.00
Circuit Court Judge	66	500.00	2.00	66,000.00
District Mag. (Prof)	44	500.00	2.00	44,000.00
District Mag. (Career)	164	300.00	2.00	98,400.00
				<b>368,400.00</b>

**ACTIVITY 2:**

Pay Robe Allowance to 29 newly Appointed Superior Court Judges by 31st July, 2013.

	No- of staff	Unit price GH¢	Amount GH¢
a) Robe allowance:	29	4000.00	116,000.00
b) Renewal of Robe allowance for 30 Superior Court Judges	30	4000.00	120,000.00
<b>TOTAL</b>			<b>236,000.00</b>

**OUTPUT 4**

Consultancy/ fees paid on internet and I/T services to the Supreme Court library and superior court judges' chambers and other professional fees.

**ACTIVITY 1:**

Pay consultancy fees on the expansion of the Service's internet bandwidth by 30/6/2013.

	US\$	GH¢	Amount GH¢
Consultancy Fees:	114,885.00	2.00	229,770.00

**OUTPUT 5**

Seminars/Workshops organized to explain the operations of the  
Judicial Service by 31st September 2013

**ACTIVITY 1:**

Organise a Regional Working visit for the Chief Justice and 2  
others to 9 regions by 31st May 2013.

**DETAILS:**

	No- Judges	Unit price GH¢	freq.	Regions	Amount GH¢
Accommodation	3	250	4	9	27,000.00
Refreshment	3	50	4	9	5,400.00
Fuel					3,000.00
					<b>35,400.00</b>

**ACTIVITY 2:**

Organise a two day Seminar for the various Media Houses and Court  
Reporters in Accra by 30th September 2013

**DETAILS:**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	15	150.00	2	4,500.00
Stationery	15	15.00	1	225.00
Refreshment	15	45.00	2	1,350.00
Transportation	15	350.00	1	5,250.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>12,125.00</b>

**ACTIVITY 3:**

Organise a two -day Sensitization Workshop for Parliamentary Select Committee on  
Judiciary in Accra by 31/8/13

**DETAILS:**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	20	150.00	3	9,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	3	2,700.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	2	400.00
Resource Person	1	600.00	2	1,200.00
				<b>20,600.00</b>

**ACTIVITY 4:**

Best Worker awards given to staff nationwide in Accra by 19/12/13

**DETAILS:**

	No- of staff	Unit price GH¢	Amount GH¢
	10	1,500.00	<b>15,000.00</b>

**TOTAL GOODS & SERVICES FOR 2013 (GoG)**

**24,567,463.64**

## DONOR SUPPORT

### DIFD

1 Procurement of a team of experts to review, update and rewrite the manual on electoral adjudication in Ghana.	36,125.00
2 Launching of the revised electoral dispute resolution manual	5,340.00
3 Monitoring and Evaluation	10,000.00
4 Administrative Cost	33,000.00
5 Preparation of Terms of Reference and Contract Documents	62,000.00
6 Training in the use of Election Manual	239,200.00
7 Two National stakeholders conference on "Election Manual " Manual for Electoral Adjudication" in Accra (southern Ghana) and Kumasi (Northern Ghana)	68,180.00
	<hr/>
	453,845.00

### DANIDA:

1 Audit Fees	17,200.00
2 Support for Programme activities	10,000.00
3 Printing of 1,000 copies of the Code of Conduct for Judicial Service Staff	2,500.00
4 Printing of JTI and other Newsletters	18,000.00
5 Printing of 1,000 copies of the Strategic Plan	20,000.00
6 Payment of Consultant working on the Strategic Plan	25,000.00
7 Validation Workshop on Judicial Service Strategic Plan	12,000.00
8 Dissemination and Implementation of the content of the Strategic Plan by Judicial Service Staff through Registrars, Registrars of all the courts (Higher and Lower),	60,000.00
9 Build Capacity of Judges & Staff	494,950.00
10 External Capacity Development & Best practice training for 3 Staff	70,000.00
11 Gender sensitization workshops for Staff throughout the country	50,000.00
12 Training for four (4) Gender Desk Officers	5,000.00
13 Establishment of Gender Desk in JTI Accra and Kumasi offices to ensure mainstreaming of Judicial Service Gender Policy training, programmes and workshops	15,000.00
14 Update and Maintenance of Judicial Service Website	6,000.00
15 Update and maintenance of e-library Website (external)	14,500.00
16 Maintenance of electronic e-library management software	5,250.00
17 Public Engagement (Development of documentary on ADR)	40,000.00
18 Support for CCADR activities nationwide	223,626.01
19 Consultancy to assess the impact of CCADR in automated District Courts.	35,000.00
20 Baseline Survey to assess the performance of the newly selected District Courts before mainstreaming Court Connected ADR	5,000.00

21	Consultancy services for the supervision of construction for 10 selected courts	238,395.90
	Consultancy to review reform efforts over the last five years, lessons learnt and the way forward	25,000.00
23	Initiative on Advocacy for Judicial Integrity through the Annual Chief Justice's Forum	20,000.00
	Publication of IEC Materials (3 billboards and posters) on the Judicial Service for distribution	30,000.00
	Training of 2 Judges and Staff of the GBC by JTI	5,000.00
	Facilitation of monthly meetings	5,000.00
27	Monitoring & Evaluation of activities	10,000.00
		<u>1,462,421.91</u>

**DONOR SUPPORT TOTAL**

1,916,266.91

**IGF**

**ACTIVITY 1**

Organize a day's seminar for 20 Superior Court Judges on the role of administration and management by 20th June 2013

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	20	150.00	2	6,000.00
Stationery	20	15.00	1	300.00
Refreshment	20	45.00	2	1,800.00
Transportation	20	350.00	1	7,000.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<u>15,900.00</u>

**ACTIVITY 2**

Organize a day's seminar for 20 Circuit Court Judges and 20 Magistrates on the role of administration and management by 28th June 2013

**DETAILS**

	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	40	150.00	2	12,000.00
Stationery	40	15.00	1	600.00
Refreshment	40	45.00	2	3,600.00
Transportation	40	350.00	1	14,000.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<u>31,000.00</u>

**ACTIVITY 3**

Organize 10 regional workshops on the prevention of leakages and the expansion of the base in the non-tax revenue collection for 40 staff in Wa by 31st December 2013

DETAILS	No- of staff	Unit price GH¢	No-of Days /nights	Amount GH¢
Accommodation	40	150.00	2	12,000.00
Stationery	40	15.00	1	600.00
Refreshment	40	45.00	2	3,600.00
Transportation	40	350.00	1	14,000.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>31,000.00</b>

**ACTIVITY 4 :**

Maintain, update and purchase various ICT platforms aimed at strengthening revenue collection and accounting as well as updating the general skill for 40 staff in Tema by 31<sup>st</sup> December 2013

DETAILS	No- of staff	Unit price GH¢	No-of Days/nights	Amount GH¢
Accommodation	40	150.00	2	12,000.00
Stationery	40	15.00	1	600.00
Refreshment	40	45.00	2	3,600.00
Transportation	40	350.00	1	14,000.00
Hiring of Venue	1	200.00	1	200.00
Resource Person	1	600.00	1	600.00
				<b>31,000.00</b>

**ACTIVITY 5 :**

Judges to update their skills in various facets of the law by 31st December 2013

DETAILS	No-	US\$	GH¢	Amount GH¢
Air ticket	25	6500.00	2.00	325,000.00
Per diem	25	360.00	2.00	18,000.00
Warm clothing	25	280.00	2.00	14,000.00
Accountable imprest	25	500.00	2.00	25,000.00
Course fees	25	10000.00	2.00	500,000.00
				<b>882,000.00</b>

**IGF TOTAL****990,900.00****TOTAL GOODS & SERVICES****27,474,630.55**

## LIABILITIES

### A. PROJECTS

AMOUNT GH¢

#### 1 Construction of bungalows for Judges in Accra

<u>Contractors</u>	<u>Amount Gh¢</u>
F .B. Telmax	222,423.91
Ostech Co	182,731.82
Asarice Co Ltd	104,916.06
Mawums Ltd	271,092.11
Antartic Cont. Works ltr	549,009.26
Bonaaba	44,131.02
Glorylord	161,832.41
Sulana Elect	89,015.87
Technobill Consult	118,831.86

1,743,984.32

#### 2 Payment of Retention for Construction of block fence wall around Sekondi High Court (Unisarcan Company ltd)

2,376.76

#### 3 Payment of Retention for Contruction of New toilet facility for Tamale High Court (Dawdu Moro Enterprise ltd)

1,249.32

### C. VEHICLES

#### 1 Supply of 13 units of Toyota Corolla cars (Toyota Ghana ltd )

628,840.25

#### 2 Supply of 3 units of Toyota Corolla cars (Western Automobile Centre)

165,795.90

#### 3 Supply of One Unit of 4X4 Toyota Prado Vehicle (Western Automobile Centre)

138,000.00

**Total**

932,636.15

**TOTAL LIABILITIES**

2,680,246.55



## 2013 ASSETS SUMMARY

A. On-Going Projects	10,106,772.00
B. New Projects	3,859,867.00
C. Equipment	3,026,260.00
D. Furniture	1,461,570.00
E. Motor Vehicle	5,786,350.89
F. Retention	1,200,000.00
G. Donor Funds	4,147,947.45
H. IGF	288,865.65
<b>TOTAL ASSETS</b>	<b>29,877,632.99</b>

## ASSETS

### PROJECTS FOR 2013

#### A. ON-GOING PROJECTS

	GH¢
Phase IV of Wa Court Complex - Construction	345,860.00
2 Anyinam Magistrate Court – Construction	100,000.00
3 Kumawu Circuit Court Judge's Bungalow Fence wall	70,000.00
Asante Asokore Circuit Court	200,000.00
5 Bungalows for Judges in Kumasi	2,051,851.40
Construction of 10 Bungalows for Judges in Accra	7,107,259.00
Fencing of High Court Judge's Bungalow, Bolga	32,674.00
8 Sekondi High Court Fence Wall Phase II	36,127.60
Rehabilitation of Regional Tribunal Building, Accra	120,000.00
Construction of Hohoe High Court fence wall	43,000.00
	<b>10,106,772.00</b>

#### B. NEW PROJECTS

##### New Projects –

##### 1.0 Fence walls

	GH¢
1 Fence wall of Bungalow No. 26, (Sunyani)	14,867.00
2 Construction of fence wall at Bungalow No.7 Third Ridge ,Cape Coast	50,000.00
Construction of a fence wall around Supervising High Court Judge's Bungalow. No10 Galloway Koforidua	25,000.00
	<b>89,867.00</b>

##### New Projects-

##### 1.1 . Construction

	GH¢
Construction of Judicial Training Institute ( J . T . I )	1,000,000.00
Construction of Duty Post Bungalow for Chief Justice.	50,000.00
3 Cape Coast Appeal Court Complex (GH¢10m for 4 years)	1,000,000.00
	<b>2,050,000.00</b>

##### New Projects -

##### 1.2. Rehabilitation

	GH¢
Circuit Judge's B Bungalow No D 8 , Galaway Koforidua	20,000.00
2 Bungalow No. 6, Residency Road, Ho	20,000.00
Rehabilitation of Supreme Court Court Building	1,500,000.00
Rehabilitation of High Court Tamale	40,000.00
5 Circuit Court Judge's Bungalow, Bolga	20,000.00
High Court Building, Wa	20,000.00
Bungalow No. 1 Danyame, Kumasi	20,000.00
8 28th February Road Courts	50,000.00
Extension Works at Bung. No. 24, Aborlebu Crescent	30,000.00
	<b>1,720,000.00</b>

**New Projects Total**

**3,859,867.00**

		GH¢
C.	<b>EQUIPMENT</b>	
1	Equipment	3,026,260.00
D.	<b>FURNITURE</b>	
1	Furniture	1,461,570.00
E.	<b>MOTOR VEHICLES</b>	
1	Motor Vehicle	5,786,350.89
F.	<b>RETENTION</b>	
1	Retention & Consultancy Fees	1,200,000.00
G.	<b>Donor Funds</b>	4,147,947.45
H	<b>IGF</b>	288,865.65

### ASSETS---DETAILS FOR 2013

#### A. ON - GOING PROJECTS

**OBJECTIVE 4:** Improve access to the courts through the provision of adequate infrastructure, logistics and financial resources.

**OUTPUT 1** Work on 10 on - going projects started by 31st March, 2013.

**ACTIVITY 1** Continue work on phase IV of the Wa Court Complex by 31st March, 2013.  
Phase IV of Wa Court Complex

Contractors & Consultants fees 1 x GH¢ 345,860 = GH¢ 345,860

**ACTIVITY 2** Continue Work on the Anyinam Magistrate Court by 31st March, 2013

Anyinam Magistrate Court

Contractors & Consultants Fees 1 x 100,000.00 GH¢ 100,000.00

**ACTIVITY 3** Continue Work on the Kumawu Circuit Court Judge's Bungalow Fence wall by 31st March, 2013.  
Kumawu Circuit Court Judge's Bungalow Fence wall

Contractors & Consultants fees 1 x 70,000 = GH¢70,000.00

**ACTIVITY 4:** Continue the construction of Asante Asokore Circuit Court by

31st March, 2013.

Contractors & Consultants Fees = 1 x 200,000 =

GH¢ 200,000.00

**ACTIVITY 5:**

Continue the construction of Bungalows for Court of Appeal Judges at Kumasi by 31st March 2013 (GH¢2.5m for 2 years).

Contractors & Consultants Fees = 1 x 2,051,851.40 =

GH¢ 2,051,851.40

**ACTIVITY 6:**

Continue the construction of Bungalows for Judges in Accra by 31st March 2013.

Contractors & Consultants Fees: 1 x 7,107,259.00 =

GH¢7,107,259.00

**ACTIVITY 7:**

Continue the rehabilitation of High Court Judge's Bungalow, Bolgatanga by March 2013 (fencing)

Contractors & Consultants Fees = 1 x 32,674 =

GH¢32,674.00

**ACTIVITY 8**

Continue the construction of Sekondi High Court fence wall by March 2013

Contractors & Consultants Fees = 1 x 36,127.60 =

GH¢36,127.60

**ACTIVITY 9**

Continue the rehabilitation of Regional Tribunal Building, Accra by 31st March, 2013

Contractors & Consultants Fees 1 x 120,000 =

GH¢120,000

**ACTIVITY 10**

Continue the construction of Hohoe High Court fence wall by March 2013

Contractors & Consultants Fees = 1 x 43,000.00

GH¢ 43,000.00

**B. NEW PROJECTS**

New Projects- Fence walls

**OUTPUT 2**

Construction of 3 fence walls around Judges Bungalows and some Court Building started by 31st March, 2013.

**ACTIVITY 1:**

Start construction of fence wall around Bungalow No. 26, at Sunyani by 31st March, 2013.

Contractors & Consultants Fees 1 x 14,867 =

GH¢ 14,867.00

<b>ACTIVITY 2:</b>	Start construction of fence wall around Bungalow No. 7 Third Ridge ,Cape Coast, by 31st March, 2013.	
	Contractors & Consultants Fees 1 x 50,000.00 =	<u>GH¢ 50,000.00</u>
<b>ACTIVITY 3:</b>	Start construction of fence wall around Supervising High Court Judge's Bungalow No10 Galaway Koforidua by 31st March, 2013.	
	Contractors & Consultants Fees 1 x 25,000 =	<u>GH¢ 25,000.00</u>
	<b><u>New Projects- construction</u></b>	
<b>OUTPUT 3</b>	Work on 3 new Construction Projects started by 31st March, 2013.	
<b>ACTIVITY 1</b>	Start construction of Construction of Judicial Training Institute J T I by 31st March, 2013.	
	Contractors & Consultants Fees 1 x 500,000.00 =	<u>GH¢ 500,000.00</u>
<b>ACTIVITY 2</b>	Start construction of Duty Post for C J's Bungalow by 31st March, 2013.	
	Contractors & Consultants Fees 1 x 50,000,000 =	<u>GH¢ 50,000.00</u>
<b>ACTIVITY 3</b>	Start the construction of Appeals Court Complex in Cape Coast by 31st March 2013 at a total cost of GH¢10m for 4 years:	
	Contractors & Consultants Fees 1 x 1,000,000 =	<u>GH¢ 1,000,000.00</u>
	<b><u>New Projects - Rehabilitation</u></b>	
<b>OUTPUT 4</b>	Rehabilitation of 9 Court Houses and Judges' Bungalow started by 31 <sup>st</sup> March, 2013.	
<b>ACTIVITY 1</b>	Rehabilitate Circuit Judge's Bungalow, Galaway Koforidua by 31 <sup>st</sup> March, 2013.	
	Contractors & Consultants Fees 1 x 20,000	<u>GH¢20,000.00</u>
<b>ACTIVITY 2</b>	Rehabilitate Bungalow No.6 Residency Road, Ho by 31 <sup>st</sup> March, 2013	

	Contractors & Consultants Fees 1 x 20,000	<u>GH¢20,000.00</u>
<b>ACTIVITY 3</b>	Rehabilitation of Supreme Court Building by 31st March, 2013 Supreme Court Building:	
	Contractors & Consultants fees 1 x 1,500,000 =	<u>GH¢1,500,000.00</u>
<b>ACTIVITY 4</b>	Rehabilitate Tamale High Court Building by Tamale High Court	
	Contractors & Consultants Fees 1 x 20,000	<u>GH¢20,000.00</u>
<b>ACTIVITY 5</b>	Rehabilitate Circuit Court Judge's Bungalow, Bolga by 31 <sup>st</sup> March, 2013	
	Circuit Judge's Bungalow, Bolgatanga Contractors & Consultants Fees, 1 x 20,000 =	<u>GH¢20,000.00</u>
<b>ACTIVITY 6</b>	Rehabilitate High Court Building in Wa by 31st March, 2013	
	High Court Building, Wa Contractors & Consultants Fees 1 x 20,000	<u>GH¢20,000.00</u>
<b>ACTIVITY 7</b>	Rehabilitate Bungalow No. 1 Danyame, Kumasi Bungalow No. 1 Danyame, Kumasi	
	Contractors & Consultants fees, 1 x 20,000	<u>GHc 20,000.00</u>
<b>ACTIVITY 8</b>	Rehabilitate 28 <sup>th</sup> February Road Court by 31 <sup>st</sup> March 2013: 28 <sup>th</sup> February Road Court	
	Contractors & Consultants Fee=1x 50,000.00	<u>GH¢50,000.00</u>
<b>ACTIVITY 9</b>	Extension Works at Bungalow No. 24, Aborlebu Crescent, Labone by 31 <sup>st</sup> March 2013.	
	Extension Works Contractors & Consultants Fee=1x 30,000.00	<u>GH¢30,000.00</u>

### **C. EQUIPMENT, FURNITURE AND VEHICLES**

**OBJECTIVE 5:** Increase application of ICT to improve efficiency and reduce costs.

**OUTPUT 1** Equipment provided for 50 Courts and Offices in Accra, Kumasi, Tema and other Regions by 31st May, 2013.

**ACTIVITY 1** 1: Equip Automated Courts in Accra, Tema, ICT Dep't and the regions by 31st May, 2013

**DETAILS**

	Qty	Price GH¢	Amount GH¢
1) Personal Computers	229	1,700	389,300.00
2) UPS-Server	10	1,000	10,000.00
3) UPS-Personal Computer	229	800	183,200.00
4) Laptop	30	1,500	45,000.00
5) Standalone Printers	82	750	61,500.00
6) Network Printer	50	900	45,000.00
7) Scanner	5	500	2,500.00
8) Fax Machines	15	400	6,000.00
9) Photocopiers (Heavy duty)	8	25,000	200,000.00
10) Digital Voice Recording System	20	15,000	300,000.00
11) Digital Transcription System	20	4,000	80,000.00
12) Signature Capturing Device	2	400	800.00
13) Software (various)			65,000.00
14) LCD Projector	4	1,500	6,000.00
15) Iron Safe	46	200	9,200.00
16) Table top Fridges	30	500	15,000.00
17) Double Door Fridge	30	800	24,000.00
18) Air Conditioner	132	2,000	264,000.00
19) Ceiling Fan	100	200	20,000.00
20) Water Closet	50	40	2,000.00
21) Water Closet Covers	100	50	5,000.00
22) Wash Hand basins (set)	30	50	1,500.00
23) Typewriters (Electrical )	10	800	8,000.00
24) Telephone Switch Board	2	340,000.00	680,000.00
25) Stabilizers	20	100.00	2,000.00
26) Lifts	3	12,170.00	36,510.00
27) Handset Telephone	25	70.00	1,750.00
28) Supply & installtion of a 2 No 500 KVA generators	2	250,000.00	500,000.00
29) Archive box & Archive Metal shelf (Rack)	3,000	21.00	63,000.00
			<b>3,026,260.00</b>

**OUTPUT 2**      Twenty Existing Court Houses & newly constructed bungalows for the Judges furnished by 31st May, 2013.

**ACTIVITY 1**      Furnish High Courts, Circuit Courts Magistrate and newly constructed bungalows for the Judges by 31st May, 2013.

## D. FURNITURE

### DETAILS

	Qty	Price GH¢	Amount GH¢
1 Writing Table	24	300	7,200.00
2 Executive Tables	28	350	9,800.00
3 Settees	20	40,400	808,000.00
4 Secretary Swivel Chair	26	400	10,400.00
5 Swivel Chair	94	300	28,200.00
6 Writing Chairs (stuffed)	5	280	1,400.00
7 Executive Swivel Chair	18	1,300	23,400.00
8 Set of Lounge Suites	11	3,000	33,000.00
9 Executive L. Shaped Desk	10	700	7,000.00
10 Judge's Daises	5	350	1,750.00
11 Judge's Platform	5	350	1,750.00
12 Bench for Lawyers	10	500	5,000.00
13 Court Room Pew	100	300	30,000.00
14 Office Desk	20	500	10,000.00
15 Clerical Desk	20	200	4,000.00
16 Safe (Table Top size)	16	550	8,800.00
17 Steel Cabinets	34	300	10,200.00
18 Canopy Car port	1	25,000	25,000.00
			<u>1,024,900.00</u>

### OUTPUT 3

Furnish Judges' Bungalows by 31st May, 2013.

### ACTIVITY 1

Furnish Twenty (20) newly Constructed Bungalows for Judges ' in Accra & Kumasi & others by 31st May, 2013.

### HOUSEHOLD FURNITURE

#### DETAILS

	Qty	Price GH¢	Amt GH¢
a. Double Door Fridge	30	714	21,420.00
b. Fridge ( Table top)	30	450	13,500.00
c. Set of Settees	10	4,000	40,000.00
d. Double Door Wardrobe	10	2,210	22,100.00
e. Free Dressing Mirror	15	548	8,220.00
f. 4-Burner Gas Cookers	25	600	15,000.00
g. Double Bedstead	40	800	32,000.00



h. Medium Bedstead	20	550	11,000.00
i. Mattress (Double)	10	250	2,500.00
j. Mattress (Medium)	10	200	2,000.00
k. Curtain (Bale)	10	5,093	50,930.00
m. Poly tank	12	1,500	18,000.00
n. Furnish new bungalows for the	20	10,000.00	200,000.00
			<u>436,670.00</u>
<b>Total</b>			<u><b>1,461,570.00</b></u>

**OBJECTIVE 4:** Attract quality staff, strengthen the capacity of its human resource and improve the conditions of service of staff.

**E. MOTOR VEHICLES**

**OUTPUT 1** Motor Vehicles procured for Circuit Court Judges , Magistrates (Professional) & the Head-office by 31st August, 2013.

**ACTIVITY 1** Procure Motor Vehicles for Circuit Court Judges , Magistrates (Professional), Head-office by 31st August, 2013.

**DETAILS**

	Qty	Unit Price GH¢	GH¢
a) Bus for Head Office	1	83,200.00	83,200.00
b) Water Tanker	1	1,125,000.00	1,125,000.00
c) Honda Motor Bikes G.Pool for Dispatching	2	90,000.00	180,000.00
d) Toyota Corolla (saloon) for Circuit Court Judges & Magistrates (Professional)	33	56,400.00	1,861,200.00
e) Toyota pickup Double Cabin for (Finance Dep & ICT- ACCRA )	2	63,500.00	127,000.00
f) Toyota Land cruiser Back Up vehicle for CJ	1	218,000.00	218,000.00
g) Toyota Prado for Supreme Court Judges	3	139,800.00	419,400.00
h) Toyota Fortuner for Appeal Court Judges	8	82,600.00	660,800.00
i) Toyota Avensis for High Court Judges	10	79,800.00	798,000.00
j) Mercedes Benz Saloon Car for H/L CJ	1	313,750.89	313,750.89
<b>Total</b>			<u><b>5,786,350.89</b></u>

**F. RETENTION & CONSULTANCY FEES**

Retention & Consultancy Fees 1,200,000.00

**GoG TOTAL ASSETS**

**25,440,819.89**

**G. DONOR SUPPORT ASSETS**

**DANIDA:**

**Reforms and Projects Unit**

	GH¢
1 1 Table top refrigerator	450.00
2 3 Lap top Computers @ 2000	6,000.00
3 10 Cartridge:106 for Canon Laser Base MF 6530 machine @ 200	400.00
4 10 Back- up UPS @600	6,000.00
5 Riding Jacket	150.00
6 Rain Coat	50.00
7 2 Swivel Chairs @350:00	700.00
8 3 Desktop Computers @ 1,800	5,400.00
9 Maintenance of 2 vehicles	10,000.00
10 4 Colour Printing Catridges for HP colour Laserjet CP1515n @ 600	2,400.00
20 black & white catridges:	
11 7 HP Leaserjet P2035 @120.00	840.00
12 3 Leaser shot LBP-1210 @120.00	360.00
13 10 HP Leaserjet 1320 @120.00	1,200.00
	<b>33,950.00</b>

**Solar Power Backup System in 18 District Courts.**

1 200AH Solar Battery (18x4pes x¢650)	46,800.00
2 30A DC Charge Regulator (18x¢400)	7,200.00
3 3KW SolarPower Inverter (11x¢1900)	20,900.00
4 Cables and Sundries (18x¢500)	9,000.00
5 120w Solar Panel monocrystallin (6x6pesx¢850)	30,600.00
6 Servicing of Solar Power Inverter (5x¢2000)	1,000.00
7 Repairs of Inverter (2x¢800)	1,600.00
	<b>117,100.00</b>

1 Procurement, supply and installation of equipment for the ten (10)selected courts	628,000.00
2 Procurement of courtroom furniture for the 10 selected courts	210,480.00
3 Payment for construction	164,100.00
4 Construction of four (4) and refurbish six (6)selected District Courts	2,597,517.45
5 The refurbishment of a Gender Based Violence Court in Kumasi	65,000.00
6 Procurement of furniture and automation equipment for Gender Based Violence Court	45,000.00
	<b>3,710,097.45</b>
	<b>3,861,147.45</b>

**DFID**

1 Procurement of 3 Computers, a scanner, 3 UPS, 1 Laptop Computer, a Network Printer and a photocopier for the Statisics and M&E Department for collating adjudicated electoral disputes from the courts	115,800.00
	<b>115,800.00</b>

**LAP**

1 Procure ten(10) Laptop Computers and Software for Judges in ten selected Circuit Courts refurbished for adjudicating Land Cases	20,000.00
2 Procure equipment for the eight(8) Land Courts in Accra to replace equipment procured under LAP Phase 1	51,000.00
3 Procure office equipment and stationery for the institutional strengthening of essential departments(Procurement Unit, Archives,Development&Estates,M&E and others to support Project Implementation	50,000.00
4 Procure office equipment and stationery to assist the Judicial Training Institute and the Project Office and other essential departments	50,000.00
	<hr/>
	171,000.00

**Donor Total**

**4,147,947.45**

**IGF**

Minor Maintenance of Residential & Office Accommodation,  
Furniture/Fittings and Equipment & Plant nation wide

**288,865.65**

**TOTAL ASSETS**

**29,877,632.99**