



**Government of Ghana**

**Ghana Publishing Company Limited (GPCL)**

2025

# Table of Contents

Table of Contents.....	i
<b>1. Overview.....</b>	<b>2</b>
<b>2. Directorates and Departments under &lt;Insert Name of Institution (acronym)&gt; ..</b>	<b>3</b>
2.1 Description of Activities of each Directorate and Department.....	4
2.2 <insert name of institution>'s Organogram .....	8
2.3 AGENCIES UNDER <Insert name of institution> (Where applicable).....	<b>Error!</b>
2.4 Classes and Types of information.....	8
<b>3. Procedure in Applying and Processing Requests .....</b>	<b>10</b>
3.1 The Application Process .....	10
3.2 Processing the Application.....	11
3.3 Response to Applicants .....	12
<b>4. Amendment of Personal Record .....</b>	<b>13</b>
4.1 How to apply for an Amendment.....	13
<b>5. Appendix A: Standard RTI Request Form .....</b>	<b>14</b>
<b>6. Appendix B: Contact Details of &lt;insert acronym of institution&gt;'s Information Unit.....</b>	<b>17</b>
<b>7. Appendix C: Acronyms .....</b>	<b>18</b>
<b>8. Appendix D: Glossary .....</b>	<b>19</b>

# 1. Overview

---

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

**1.1 Purpose of Manual** – To inform/assist the public on the organizational structure, responsibilities and activities of the Ghana Publishing Company Limited (GPCL) and provide the types of information and classes of information available at GPCL, including the location and contact details of its Information Officers and units.

## 2. Directorates and Departments under Ghana Publishing Company Limited (GPCL)

---

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

### **VISION**

To be the meaning of Excellence in the Printing and Publishing Industries. We aim at nothing but the best in all our Services.

### **MISSION**

We exist primarily to print and publish very high quality books and stationery for Educational Institutions, Government Departments and the General Public at competitive prices.

<b>Directorates and Departments under Ghana Publishing Company Limited (GPCL)</b>
---

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Administration/Human Resource</li><li>2. Accounts</li><li>3. Audit</li><li>4. Information Technology</li><li>5. Corporate Affairs</li><li>6. Procurement</li><li>7. Works / Production</li><li>8. Sales</li><li>9. Quality Control</li></ol> |
|---|

<b>Responsibilities of the Institution:</b>
---

Publishing and Printing of the Ghana Gazette.
---

Printing of Acts and Bills, LIs, CIs, EIs, LGBs, CIBs and other Gov't documents.
--

Sale of Books and other Publications.
---------------------------------------

Commercial Printing & Publishing.
-----------------------------------

## 2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
2. Accounts	<ol style="list-style-type: none"> <li>1. <b>Fund Management:</b> Processing and recording all incoming funds to ensure proper documentation and allocation.</li> <li>2. <b>Tax Compliance:</b> Preparing and filing VAT returns in compliance with relevant tax regulations.</li> <li>3. <b>Bank Reconciliation:</b> Regularly preparing and updating bank reconciliation statements to ensure financial accuracy.</li> <li>4. <b>Payroll Management:</b> Calculating and preparing monthly salaries for employees in accordance with company policies.</li> <li>5. <b>Social Security and Tax Contributions:</b> Managing and preparing SSNIT, PAYE, and Tier 2 contributions for employees.</li> <li>6. <b>Financial Reporting:</b> Preparing quarterly financial reports to assess the company's financial health.</li> <li>7. <b>Annual Financial Planning:</b> Preparing annual financial statements and budgets for strategic planning and regulatory compliance.</li> </ol>
3. Audit	<ol style="list-style-type: none"> <li>1. <b>Compliance Reviews:</b> Conducts thorough assessments to ensure adherence to relevant laws, regulations, policies, and procedures.</li> <li>2. <b>Pre-Audit and Post-Audit Assessments:</b> Reviews financial documents before and after audits to ensure accuracy, transparency, and compliance.</li> <li>3. <b>Stocktaking:</b> Oversees end-of-year stocktaking exercises to verify inventory levels and maintain accurate records.</li> </ol>

	<p>4. <b>Monitoring &amp; Reporting:</b> Tracks and ensures the timely remittance of statutory deductions, providing oversight and reporting on compliance status.</p>
<p>4. Information Technology</p>	<ol style="list-style-type: none"> <li>1. <b>Network Management:</b> Ensure stable and secure network operations by overseeing the setup, maintenance, and troubleshooting of network systems.</li> <li>2. <b>Security:</b> Implement and manage security measures to protect company data and IT systems from cyber threats and unauthorized access.</li> <li>3. <b>User support:</b> Provision of technical support to employees, helping with hardware, software, and connectivity issues.</li> <li>4. <b>System Maintenance:</b> Regularly update and maintain software and hardware to ensure optimal performance.</li> <li>5. <b>Data Management:</b> Organize data storage, backup, and recovery processes to ensure data integrity and accessibility.</li> <li>6. <b>Compliance:</b> Ensure the company's IT practices adhere to industry regulations and standards.</li> <li>7. <b>Software Development:</b> Collaborate with software consultants and developers to create and maintain custom software solutions tailored to the company's needs.</li> </ol>
<p>5. Corporate Affairs</p>	<ol style="list-style-type: none"> <li>1. Enhance GPCL's brand image and credibility.</li> <li>2. Promote revenue growth through marketing efforts</li> <li>3. Ensure effective internal and external communication</li> <li>4. Strengthen stakeholder relationships.</li> <li>5. Implement performance-driven communication and marketing practices.</li> </ol>
<p>6. Procurement</p>	<ol style="list-style-type: none"> <li>1. Sourcing and Procurement</li> <li>2. Contract management</li> </ol>

	<ol style="list-style-type: none"> <li>3. Supplier relationship management</li> <li>4. Negotiation</li> <li>5. Risk management</li> <li>6. Compliance</li> <li>7. Cost reduction and savings</li> <li>8. Reporting and analysis</li> <li>9. Budgeting and cost control</li> <li>10. Strategic planning</li> </ol>
<p>7. Works/Production</p>	<ol style="list-style-type: none"> <li>1. Proof reads all typed documents and estimates cost of job.</li> <li>2. Type setting of LGB, EL, gazette etc.</li> <li>3. Graphic designing.</li> <li>4. Handle dummy settings.</li> <li>5. Printing jobs.</li> <li>6. Ensure the folding and binding of printed materials.</li> </ol>
<p>8. Sales</p>	<ol style="list-style-type: none"> <li>1. Sale of Government Publications, Acts of Parliament, Legislative instruments, Executive and Constitutional instruments.</li> <li>2. Sales of government forms and stationery</li> <li>3. Sale of supplementary readers</li> <li>4. Initiate gazette notification processes</li> <li>5. Subscription services</li> </ol>
<p>9. Quality Control</p>	<ol style="list-style-type: none"> <li>1. <b>Inspect raw materials:</b> Check the quality of paper, ink, and other inputs before use to prevent defects and waste.</li> </ol>

2. **Establish standard operating procedures:**

Create clear guidelines so staff follow consistent methods and minimize mistakes.

3. **Quality Control Checks at each Printing Stage:**

Monitor output during the process to catch issues before they escalate.

4. **Inspect random samples for defects:** Test

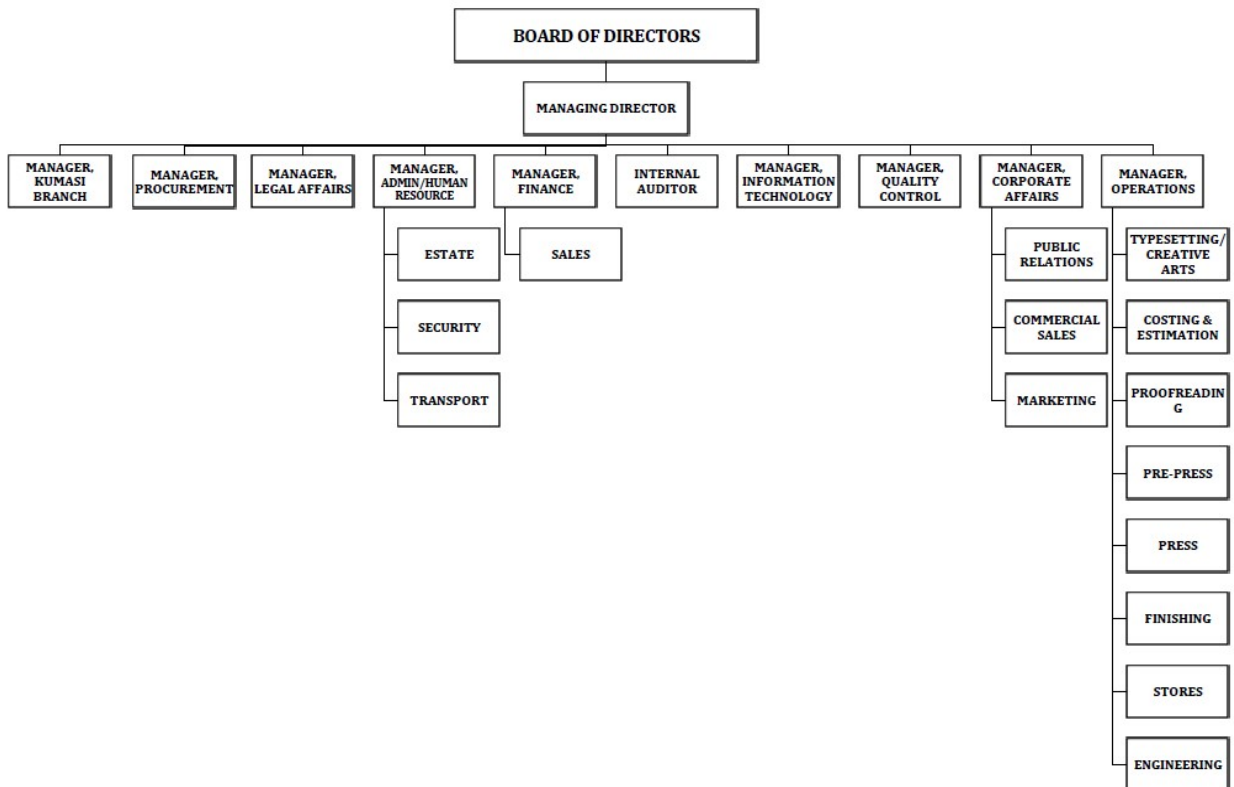
batches selectively to confirm overall quality without checking every single piece.

5. **Ensure compliance with customer requirements:**

Verify that the final product matches agreed specifications for satisfaction and acceptance.

## 2.2 Ghana Publishing Company Limited's Organogram

### ORGANOGRAM OF GHANA PUBLISHING COMPANY LIMITED (GPCL)



## 2.3 Agencies under Ghana Publishing Company Limited

No agencies

## 2.4 Classes and Types of information

<b>List of various classes of information in the custody of the institution:</b>
<ol style="list-style-type: none"><li>1. Constitutions of Ghana</li><li>2. Acts and Laws (Acts of Parliament)</li><li>3. The Ghana Gazettes</li><li>4. Constitutional Instruments</li><li>5. Legislative Instruments</li><li>6. Executive Instruments</li><li>7. Commercial and Industrial Bulletins</li><li>8. Local Government Bulletins</li></ol>
<b>Types of Information Accessible at a fee:</b>
<ol style="list-style-type: none"><li>1. Processing of Gazettes</li><li>2. All types of printed materials, excluding official letters.</li></ol>

### **3. Procedure in Applying and Processing Requests**

---

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the Ghana Publishing Company Limited. To requests for information under the RTI Act from the Ghana Publishing Company Limited, applicants are to follow these basic procedures:

#### **3.1 The Application Process**

- a. Application by any person or organization who seeks access to information in the custody of Ghana Publishing Company Limited must be made in writing, using the standard RTI Application Form. (**See Appendix A for the Standard RTI Application Form**). A copy of the form can be downloaded or completed and submitted electronically on the Ghana Publishing Company Limited's official website or the Ministry of Information website.
  
- b. In making the request, the following information must be provided:
  - Date of the Application.
  - Name of the applicant or the person on whose behalf an application is being made.
  - Name of the organization represented by the applicant.
  - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
  - Brief description of information being sought. (Applicant are to specify the class and type of information including cover dates).
  - Payment of relevant fee if applicable.
  - Signature/ thumbprint.
  
- c. Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

  - Driver's License.
  - Passport.
  - National ID.
  - Voter's ID.

- d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)
- e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;
  - The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
  - The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
  - A witness must endorse the face of the request with the writing; *“the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request.”*
  - The applicant must then make a thumbprint or mark on the request.

### **3.2 Processing the Application**

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

### 3.3 Response to Applicants

a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23)

(6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of the access.
- The expected publication or submission day of the information in the case of a deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

## **4. Amendment of Personal Record**

---

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

### **4.1 How to apply for an Amendment**

- a. The application should be in writing indicating;
  - Name and proof of identity.
  - Particulars that will enable the records of the public institution identify the applicant.
  - The incorrect, misleading, incomplete or the out of date information in the record.
  - Signature of the applicant.
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution.

**5. Appendix A: Standard RTI Request Form**

---

[Reference No.: .....]

**APPLICATION FOR ACCESS TO  
INFORMATION UNDER THE RIGHT TO  
INFORMATION ACT, 2019 (ACT 989)**



1.	Name of Applicant:	
----	--------------------	--

2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			
10.	Manner of Access:	<input type="checkbox"/> Inspection of Information		
		<input type="checkbox"/> Copy of Information		

		<input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

**6. Appendix B: Contact Details of GPCL's Information Unit**

**Name of Information/Designated Officer:**

Juliana Nyantakyi Danquah

**Telephone/Mobile number of Information Unit:**

0501305050

**Postal Address of the institution:**

P.O. BOX 124, ACCRA

## 7. Appendix C: Acronyms

---

*Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.*

Table 1      *Acronyms*

<b>Acronym</b>	<b>Literal Translation</b>
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>GPCL</i>	<i>Ghana Publishing Company Limited</i>

## 8. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
<i>Access</i>	<i>Right to Information</i>
<i>Access to information</i>	<i>Right to obtain information from public institutions</i>
<i>Contact details</i>	<i>Information by which an applicant and an Information Officer may be contacted</i>
<i>Court</i>	<i>A court of competent jurisdiction</i>
<i>Designated officer</i>	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
<i>Exempt information</i>	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
<i>Function</i>	<i>Powers and duties</i>
<i>Government</i>	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
<i>Information</i>	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
<i>Information officer</i>	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
<i>Public</i>	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
<i>Public institution</i>	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>