



PUBLIC NOTICE

GHANA IMMIGRATION SERVICE



The Ghana Immigration Service wishes to inform the general public that, following the promulgation of the Immigration Service Act, 2016 [Act 908] on 8th March, 2016, there has been some changes in the nomenclature of the institution due to specific provisions in the Act.

The provisions in question, which have been listed below, are in respect of the Functions of the Service, the Governing Council of the Service, The Administrative Heads of the Service, Powers of the Service, Complaints by members of the public and Ranks in the Service.

Functions of the Service [Section 4]

- (1) For the purpose of achieving the object, the Service shall
 - (a) subject to existing laws, examine travel documents of persons entering or leaving the country through the borders;
 - (b) ensure the application and enforcement of laws relating to the immigration and employment of non-Ghanaians in the country;
 - (c) advise on and implement international co-operation agreements with other countries and international organizations on matters relating to migration;
 - (d) manage and patrol the borders of the country;
 - (e) through the Comptroller-General or the duly authorized representative of the Comptroller-General issue visas for entry into the country and permits for residence or work in the country; and
 - (f) perform any other functions as required by law.
- (2) The Comptroller-General shall act in consultation with the Minister in the performance of the function specified in subsection (1)(e).

Governing body of the Service [Section 5]

- (1) The governing body of the Service is a Council consisting of
 - (a) a chairperson,
 - (b) the Comptroller-General appointed under section 14,
 - (c) one serving officer not below the rank of a Deputy Commissioner,
 - (d) one representative of the Ministry of the Interior not below the rank of a Director;
 - (e) one representative of the Ministry of Finance not below the rank of a Director,
 - (f) one representative of the Ministry of Foreign Affairs and Regional Integration not below the rank of a Director,
 - (g) one representative of the Attorney-General not below the rank of a Principal State Attorney;
 - (h) one representative of the Retired Senior Immigration Officers Association not below the rank of Deputy Commissioner;
 - (i) one representative of the Ghana Bar Association who is of at least ten years standing at the Bar;
 - (j) one serving Junior Officer; and
 - (k) three other persons nominated by the President one of whom is a woman.
- (2) The members of the Council shall be appointed by the President in accordance with article 70 of the Constitution.

Secretary to the Council [Section 11]

- (1) The President shall in accordance with article 195 of the Constitution appoint a Secretary to the Council.
- (2) The Secretary shall not be below the rank of an Assistant Commissioner.
- (3) The Secretary is not a member of the Council and shall
 - (a) keep accurate records of proceedings and decisions of the Council; and
 - (b) perform any other function that the Council may direct.

Administrative Heads

The Comptroller-General [Section 14]

- (1) The President shall in accordance with article 195 of the Constitution appoint the Comptroller-General who is the head of the Service.
- (2) The Comptroller-General shall hold office on the terms and conditions specified in the letter of appointment.

Deputy Comptrollers-General [Section 16]

- (1) The President shall in accordance with article 195 of the Constitution appoint three Deputy Comptrollers-General.
- (2) A Deputy Comptroller-General shall hold office on the terms and conditions specified in the letter of appointment.

Commissioners [Section 18]

- (1) The President shall, in accordance with article 195 of the Constitution, appoint Commissioners for the Service.

Powers

Power to use fire arms [Section 24]

An officer may, in the discharge of duties under this Act or any other enactment, use fire arms.

Unlawful possession of uniform and other property of the Service [Section 27]

- (1) A person, other than an officer, who
 - (a) has possession of an article which is part of the clothing, accoutrements or equipment supplied to an officer, and

(b) is not able to satisfactorily account for the possession of the part of the clothing, accoutrements or equipment commits an offence and is liable on summary conviction to a fine of not less than five hundred penalty units and not more than one thousand penalty units or to a term of imprisonment of not less than two years and not more than four years or to both.

(2) An officer shall, on ceasing to be an officer, return all the clothing, arms, accoutrements and equipment supplied to or acquired by that officer for the performance of the duties of the officer to the Officer-In-Charge under whom the officer was serving.

(3) An officer who contravenes subsection (2) commits an offence and is liable on summary conviction to a fine of not less than five hundred penalty units and not more than one thousand penalty units or to a term of imprisonment of not less than two years and not more than four years or to both.

(4) A person, other than an officer, who

- (a) has in the possession of that person, or
- (b) wears or uses,

an article that closely resembles a part of the uniform of an officer so as to deceive a member of the general public, commits an offence and is liable on summary conviction to a fine of not less than two hundred penalty units and not more than four hundred penalty units or to a term of imprisonment of not less than fifteen months and not more than two years or to both.

Complaints

Complaint by member of the public [Section 29]

- (1) A member of the public may make a complaint to the Comptroller-General through the Officer-In-Charge on
 - (a) an instance of bribery, corruption, oppression or intimidation by an officer;
 - (b) any neglect or non-performance of duty by an officer; or
 - (c) any other misconduct by an officer of the Service.
- (2) Where a complaint under subsection (1) is against the Officer-In-Charge, the complaint shall be made to the Comptroller-General through a superior officer.
- (3) A complaint under subsection (1) shall be in writing and signed by the complainant.
- (4) The Comptroller-General shall, on receipt of a complaint under this section, cause an investigation to be conducted into the complaint and
 - (a) send a report of the findings to the complainant; and
 - (b) take action on the report as the circumstances may require.
- (5) A person dissatisfied with the action taken by the Comptroller-General under subsection (4) may petition the Minister in writing within thirty days from the date of the decision.
- (6) The Minister shall
 - (a) within fourteen days after receipt of the petition under subsection (5) and make a decision on the petition; and
 - (b) notify the complainant of the decision.
- (7) A person who knowingly makes a false or malicious complaint under this section commits an offence and is liable on summary conviction to a fine of not less than two hundred penalty units and not more than four hundred penalty units or to a term of imprisonment of not less than fifteen months and not more than two years or to both.

Ranks in the Immigration Service [Section 2]

- Comptroller-General of Immigration
- Deputy Comptroller-General of Immigration
- Commissioner of Immigration
- Deputy Commissioner of Immigration
- Assistant Commissioner of Immigration
- Chief Superintendent of Immigration
- Superintendent of Immigration
- Deputy Superintendent of Immigration
- Assistant Superintendent of Immigration
- Senior Inspector
- Inspector
- Assistant Inspector
- Immigration Control Officer
- Assistant Immigration Control Officer I
- Assistant Immigration Control Officer II

In the light of the above, all correspondence to the Ghana Immigration Service with immediate effect should be addressed to;

**The Comptroller-General,
Ghana Immigration Service
Headquarters, P.M.B,
Ministries-Accra**

Furthermore, the Ghana Immigration Service has been given approval to prefix its vehicle registration numbers with “GI” which stands for **GHANA IMMIGRATION**.

The general public is hereby duly notified about the changes within the GIS.



PUBLIC NOTICE

NEW IMMIGRATION SERVICE RANKS

Per Immigration Service Act, 2016 Act 908
SCHEDULE
Ranks in the Immigration Service (Section 2)

SENIOR RANKS

COMPTROLLER GENERAL



DEPUTY COMPTROLLER GENERAL



COMMISSIONER



DEPUTY COMMISSIONER



ASSISTANT COMMISSIONER



CHIEF SUPERINTENDENT



SUPERINTENDENT



DEPUTY SUPERINTENDENT



ASSISTANT SUPERINTENDENT



JUNIOR RANKS

SENIOR INSPECTOR



INSPECTOR



ASSISTANT INSPECTOR



IMMIGRATION CONTROL OFFICER



ASSISTANTS IMMIGRATION
CONTROL OFFICER I & II

