

# NGORA DISTRICT LOCAL GOVERNMENT

## Contacts

LCV: +256 782709380  
CAO: +256 772301899/790810133  
CFO: +256 772997792  
PAS: +256 772890206  
ACAO: +256 782613181/ 701208633  
PHRO: +256 773471655  
Email: [ngoralg@gmail.com](mailto:ngoralg@gmail.com)  
Website: [www.ngora.go.ug](http://www.ngora.go.ug)



Office of the Chief Administrative officer,  
Ngora District Local Government,  
P.O. Box 31  
NGORA

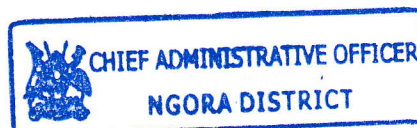
In any correspondence on this subject please quote  
Ref/ CR/156/6

Wednesday, May 6, 2020

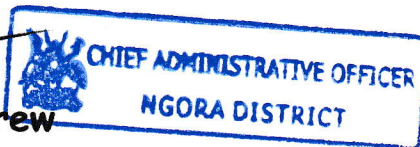
**To all Assistant Accountants &  
Senior Assistant Accountants,  
Ngora District Local Government  
NGORA**

## REQUEST FOR UPDATE OF YOUR PERSONAL FILES

1. I have perused through your files and noted that they are not up-to-date.
2. For those of you who have undertaken and completed courses leading to the award of the following academic and professional qualifications from recognized awarding institutions please update your personal files with the copies of the transcripts and certificates as indicated below:
  - i. An Honours Bachelor degree in Finance and Accounting; OR
  - ii. An Honours Bachelor degree with a bias in accounting option; OR
  - iii. Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU)



3. Your files must equally be updated with the performance appraisals for the Financial Years 2018/19, 2017/18, and 2016/17 including the CV
4. I will appreciate if the updated files as indicated above reach my desk not later than midday 7<sup>th</sup> May 2020



Mawejje Andrew

**CHIEF ADMINISTRATIVE OFFICER/ACCOUNTING OFFICER VOTE  
603: NGORA DISTRICT**

DISTRIBUTION

The Chief Finance Officer - Ngora District