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FRSC/HQ/CS/455/VOL.I/10

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CONDUCT OF PERSONNEL AUDIT IN OFFICE OF THE SECRETARY TO THE GOVERNMENT OF THE FEDERATION AND ALL THE AGENCIES UNDER IT.

References:

- A. FRSC/HQ/CM/PSO/488 VOL.VI/5 dated 2 Aug, '19
- B. OSGF/P/AUDIT/2019/1 dated 14 Aug, '19

In line with the provision of Financial Regulations 1529 and other extant rules, the Office of the Secretary to the Government of the Federation conveyed directive vide ref 'A', for the conduct of 2019 Mandatory Manpower Audit in its Office and all agencies under its supervision.

2. Consequently, all staff are enjoined to make the following documents available for the exercise:

- a. Letter of Employment
- b. Current Official Identity Card
- c. Letter of Confirmation of Appointment
- d. Current Pay slip
- e. Letter of Current Posting
- f. Certificate of birth or declaration of age
- g. Evidence of Change of Name where applicable
- h. Print and fill the attached Personnel Emolument Forms (PE Form) and Personnel Bio Data Form.

3. In addition, all Commands and Formations are to generate their nominal roll in line with the summary sheet attached.

4. Leave and pass are suspended until the completion of this exercise and all staff that are officially not present in the Command should be recalled immediately.

5. Heads of Departments, Corps Officers, Commanding Officers and Heads of Special Units are to supervise and ensure that all staff under their purview provide the required documents for this exercise on or before Monday 26 Aug, '19.

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6. Any staff who fail to be physically present during the exercise will have his/her name removed from the payroll and FRSC Management will not interfere with the duties of its supervising authority.
7. Commanding Officers are to inform all staff under their purview, ensure strict compliance and await further directives.
8. Thank you.

23 Aug, '19



ACM Susan A Ajenge, mni
Assistant Corps Marshal
Corps Secretary
For: **Corps Marshal**

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