

See: Distribution

**RE: 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
- C. FRSC/HQ/AHR/10/VOL.I/02 dated 25 Oct, '19

Following CM directive in ref 'C' above and 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 Manpower Audit in its Office and all Agencies under its supervision.

2 (a). The date for RSHQ Personnel Audit is as follows:

Date: 4th to 8th Nov, '19

Venue: FRSC Multipurpose Hall RSHQ Abuja

Time: By 1000hrs (See attached timetable)

(b). While date for field Commands is as follows:

Date: 18th to 25th Nov, '19

Venue: All Zonal Commands Headquarters will serve as venue for Zonal Commands while Sector Commands will serve as venue for Sector and Component Unit Commands.

Time: 1000hrs

3. 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.
4. In addition, all Commands and Formations are to generate their Nominal Roll in line with the summary sheet attached.
5. 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.
6. Heads of Departments, Corps Officers, Commanding Officers and Heads of Special Units are to supervise and ensure that all staff under their purview provides the required documents for this exercise.
7. Any staff who fails 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.
8. Commanding Officers are to inform all staff under their purview. Ensure strict compliance and await further directives.

Dani S.A

DCM Shehu A Zaki, *fsi*
Deputy Corps Marshal
Head, Admin and Human Resources
For: Corps Marshal

DISTRIBUTION

External Action

ZCOs

FRSC Acad, Udi

FRSC Trg, Sch. Jos

SCs

UCs

Internal Action

All DCMs

All ACMs

All Heads of Special Units

Internal Info

CM

File

TIME TABLE FOR PERSONNEL AUDIT FOR RSHQ ABUJA

S/N	DATE	DEPARTMENTS	CORPS OFFICES	SPECIAL UNITS
1.	4 th Nov, 2019	- CM - PRS - SDER		PSO I, PAU, PIO, PSS, SERVICOM, PSO II, SVO, PROTOCOL, ADC, PA, NARSAC,
2.	5 th Nov, 2019	- OPS, - F&A - MVA	CLA CBO COSEN CS	
3.	6 th Nov' 2019	- AHR	CTSO CPEO CIO CA	
4.	7 th Nov' 2019	- TSD - TRG	CP CPRO CMRO CIT	
5.	8 th Nov' 2019	Department, Corps Offices and other Special Units that have not been attended to.		