



FEDERAL ROAD SAFETY CORPS,
NATIONAL HEADQUARTERS,
NO.4 MAPUTO STREET, WUSE, ABUJA

INTERNAL MEMO

TO: SEE DISTRIBUTION

FROM: CC (PERS)

REFERENCE: FRSC/HQ/AHR/141/VOL.I/006

DATE: 17 JANUARY, 2020

REQUEST FOR COMPLETION OF SAP DATA FORM FROM NEWLY RECRUITED MARSHALS AND 2019 MARSHALS CONVERTED TO OFFICER'S CADRE.

The above subject matter refers, please.

2. In order to ensure adequate and efficiency of Human Resources Management, CM has directed that **all newly recruited Marshals and converted Officers in 2019** should complete the attached **SAP Staff Data Form**.
3. Consequently, **all Zonal Admin Officers** should collate the completed forms of affected Marshals under their purview and forward to the undersigned on or before **Tuesday, 21st January, 2020**.
4. Please note that any newly recruited Marshal that fails to complete the form will be invited to RSHQ at his/her own expense.
5. Treat as imperative.
6. Thank you

NAME: Henry S. Olatunji

SIGNATURE: 

RANK: Corps Commander

DESIGNATION: CC (Pers, MIs)
FOR: DCM (AHR)

Internal Action:

All Departments
All Corps Offices
Special Units
CITO
Record
File

External Action:

All Zonal Commanders
All Sector Commanders
All Unit Commanders

RESTRICTED

FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS
ZONE 7, WUSE, ABUJA

PASSPORT PHOTOGRAPH

STAFF DATA FORM

1. PERSONAL DATA:

Name: PIN:
(Surname) (First name) (Middle name)

Present Command: RANK:

1st Appt. Date(if on Transfer of Service pls.):

Pres. Appt. Date:(FRSC): Type of Appt:
(Perm/Contract)

Date of Confirmation of Appt: Date of Conversion:
-(if applicable)

Blood Group:

Salary Grade Level/Step:

DOB: Sex: Marital Status:

State of Origin: L.G.A:

Place of Birth (Town):

E-mail address:

GSM:

Permanent Home Address:

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2. SCHOOLS ATTENDED/ACADEMIC QUALIFICATIONS WITH DATES:

S/N	INSTITUTION(s) ATTENDED	QUALIFICATION OBTAINED	GRADE/ CLASS	FROM	TO
	e.g. Wuse Primary School Abuja	FSLC, BSc Geography	e.g. Upper/Lower	dd.mm.yyyyyy 12.09.1980	dd.mm.yyyyyy 05.06.1986

3. POSTING HISTORY WITH DATES (STARTING FROM THE FIRST POSTING).

S/N	COMMAND	APPOINTMENT	FROM	TO
1.	Eg. RS1.1 Kaduna	SC	05.01.1998	17.08.2004
2.	RS2HQ, Lagos	ZHOOPS	17.08.2004	29.01.2010
3.	RSHQ (TSC)	HOS (MPD)	29.01.2010	Till Date

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4. PROMOTION WITH DATES

S/N	FROM	TO	EFFECTIVE DATE
1.	E.g. ARC	DRC	01.07.2002
2.	DRC	RC	01.07.2005
3.	RC	SRC	01.07.2009

5. BASIC TRAINING

S/N	TRAINING VENUE	FROM	TO	GRADE
	NYSC Camp Keffi	dd.mm.yyyyyy	dd.mm.yyyyyy	B+

6. COURSES, SEMINARS, CONFERENCES, WORKSHOPS ATTENDED WITH DATE

S/N	TITLE	VENUE	FROM	TO
	e.g. Intermediate Officers Course	FRSC Academy, Jos	dd.mm.yyyyyy	dd.mm.yyyyyy

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7. Spouse: Surname:.....First Name:..... Middle Name:.....

DOB:.....

Address:.....

.....PHONE.....

8. CHILDREN

S/N	Name (Surname 1st)	SEX	DOB	SEX	Address

9. NEXT OF KIN

S/N	Name (Surname 1st)	DOB	Address (Not P.O Box)	Relationship	GSM

10. DEPENDANTS: (These excludes your spouse and Children).

S/N	Name (Surname 1st)	DOB	Address	GSM

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11. DISPLINARY CASES WITH DATES:

COMMAND	TYPE OF OFFENCE	PUNISHMENT

12. AWARDS/COMMENDATIONS WITH DATES & COMMANDS:

12. PREVIOUS WORK EXPERIENCE (FOR OFFICER ON TRANSFER OF SERVICE ONLY)

S/N	ORGANIZATION	POSITION	DATE	

Note: Provide extra sheet for additional information.

Staff Sign/Date

Supervisor's Name/
Sign/Date (RSHQ)

Commanding Officer
Sign/Date