



FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA
ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/668/VOL.I/10

23 April, 2021

See Distribution.

CONDUCT OF IPPIS HUMAN RESOURCES (HR) RECORDS VERIFICATION EXERCISE FOR EMPLOYEES OF NON-CORE MINISTRIES, DEPARTMENTS (MDA) IN ABUJA

References:

'A' HCSF/PS/CMO/POL.III/T DATED 13 Apr, 2021

'B' FRSC/HQ/CMO/PSO/454/VOL.XXIV/098 dated 16 Apr, 2021

"C" FRSC/HQ/AHR/668/VOL.I/01 dated 16 Dec, 2021

Recall that ref 'C' conveyed detailed Admin instruction on the above subject. Refer to that circular and get prepared. For avoidance of doubt, the said earlier circular is hereby attached.

2. The time table for the Exercise in FCT has been communicated to the Corps from OHCSF as attached.

3. There are four designated Centres for the exercise. The four Centres are:-

(a). RSHQ, No 4 Maputo street wuse Zone 3 for all staff of RSHQ including FRSC Medical Centre Gwarinpa.

(b). RS7.1 FCT and all the Commands under RS7.1 with the exception of Abaji, Gwagwalada, Yangoji and Zuba Unit Commands with their Outposts

(c). RS7HQ Lokogoma and Lokogoma Clinic

(d). RS7.11 Gwagwalada with the following units, Abaji, Yangoji, Zuba and their Outposts.

4. No staff within FCT should be on any type of leave from 10th to 29th of May, 2021. It is imperative for all concerned Staff to be verified as anyone not captured in the exercise shall be removed from payroll in the IPPIS PLATFORM as ghost workers.

SCHEDULE OF THE EXERCISE IN FCT:-

S/N	DAY/VENUE	DATE	OFFICES COVERED	NO OF STAFF
01	DAY 1. VENUE RSHQ	17 th May, 2021	OPS, AHR, MVA, TRAINING	363

02	DAY 2. VENUE RSHQ	18 TH May, 2021	PRS, SIDER, TSD, F&A, CLA CBO AND COSEN	381
03	DAY 3. VENUE RSHQ	19 th May, 2021	CS,CTSO,CPEO, CIO, CA, and CP	475
04	DAY 4. VENUE RSHQ	20 th May, 2021	CMO, CPRO, CMRS, and CIT	424
05	DAY 5. VENUE RS7.1 FCT Wuse zone7	21 st May, 2021	RS7.1, RS7.15,	382
06	DAY 6. VENUE RS7.1 FCTWuse zone7	22 nd May, 2021	RS7.13 Nyanya, RS7.14 CBD	362
07	DAY 7. VENUE RS7.1 FCT Wuse zone7	24 th May, 2021	RS7.17 Kuje, RS7.18 Lugbe, RS7.110 Airport, RS7.19 D/Alhaji	433
08	DAY 8. VENUE RS7HQ Lokogoma	25 th May, 2021	RS7HQ, RS7.112 Lokogoma & Lokogoma Clinic	275
09	DAY 9. VENUE RS7.11G/Lada	26 th May, 2021	RS7.11 G/LADA, RS7.12 Abaji, RS7.16 Yangoji, RS7.111 Zuba	360
10	DAY 10.VENUE RSHQ,AHR	27 th May- 28 th May, 2021	Mop-Up and closing meeting	

5. All Commands that will serve as venue should provide conducive office space for the Exercise. The following are the checklist for conducive office space in each venue: Hall, Electricity supply, Standby Generator, Power Outlets & Extensions, Sitting Arrangement, Current Nominal Roll/Staff Strength and Compliance with COVID-19 Guidelines.

6. The **ORIGINALS** of the following documents **MUST** be sighted by the Officers from Office of the Head of Civil Service of the Federation during the exercise:

Letter of Appointment (Temporary), Letter of first Appointment (permanent & pensionable), Letter of Transfer of Service (where applicable), Letter of Confirmation of Appointment or Gazette publications, Letters of last three (3) Promotions, Birth Certificate or Age Declaration, Educational Certificates (FSLC, SSCE, ND, HND, NCE, University Degree, NYSC Discharge Certificate or Exemption, Higher Degree or Professional Certificate), Office ID Card, IPPIS Pay slip, Copy of Letter of last Posting, IPPIS On-line Records Update Completion Slip and Duly Completed and signed Personnel Verification Form (with recent Passport photograph Affixed)

7. Treat as imperative, please.



DCM Ojeme I Ewurudjakpor, *fdc, NPOM*

Deputy Corps Marshal (Admin & Human Resources)

For: Corps Marshal

DISTRIBUTION:

External Action:

ZCO R57HQ

SC R57.1

All UCs within FCT

INTERNAL ACTION:

All DCMs

All ACMs

PSO-CM

All Corps Officers

Heads of Special units

INTRENAL INFO:

CM

File

PRE-VERIFICATION EXERCISE CHECK LIST FOR NON CORE MDAs IN FCT

MDA Name:

S/N	ITEMS	AVAILABLE (YES/NO	REMARKS
1.	Hall		
2.	Electricity Supply		
3.	Stand-By Generator		
4.	Power Outlets and Extensions		
5.	Sitting Arrangement		
6.	Current Nominal Roll/Staff Strength		
7.	Compliance with Covid-19 Guidelines		

Details of the Contact Person:

Name:

Designation:

Phone No.

Email Address:



OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
INTEGRATED PERSONNEL AND PAYROLL INFORMATION SYSTEM

PERSONNEL VERIFICATION FORM

Affix Passport size
photograph

PERSONAL INFORMATION:

TITLE:	SURNAME:	FIRST NAME:	OTHER NAMES:
DATE OF BIRTH:	STATE OF ORIGIN:		
PHONE NO.:	E-MAIL ADDRESS:		

EMPLOYMENT INFORMATION:

CADRE AT ENTRY INTO SERVICE:	
RANK AT ENTRY INTO SERVICE:	
GRADE LEVEL/STEP AT ENTRY INTO SERVICE:	STEP:
DATE OF 1 ST APPOINTMENT:	
PRESENT CADRE:	
PRESENT RANK:	
PRESENT GRADE LEVEL/STEP:	STEP:
DATE OF PRESENT APPOINTMENT:	Authority:

PRESENT APPOINTMENT MOVEMENT TYPE:

PROMOTION:	Date:	Authority:
UPGRADING/CONVERSION:	Date:	Authority:
REGULARIZATION:	Date:	Authority:

LAST 3 PROMOTIONS INFORMATION:

	OLD RANK	EFFECTIVE DATE	NEW RANK	EFFECTIVE DATE
1 ST PROMOTION:				
2 ND PROMOTION:				
3 RD PROMOTION:				

The listed information is as collected and verified from the Officers' records made available at the point and time of verification. The Officer has been duly informed of the content of this form and is in agreement with the information herein contained.

SIGNED:

OFFICERS' SIGNATURE

HEAD OF DEPT. SIGNATURE

DATED THIS OF 201.....

CHECK LIST FOR THE OHCSF (IPPIS -SW)
VERIFICATION EXERCISE 2021

ORIGINAL COPIES OF;

- i. LETTER OF APPOINTMENT (TEMPORARY);
- ii. LETTER OF 1ST APPOINTMENT INTO SERVICE (PERMANENT & PENSIONABLE);
- iii. ASSUMPTION OF DUTY CERTIFICATE (WHERE NECESSARY)
- iv. LETTER OF TRANSFER OF SERVICE;
- v. LETTER OF CONFIRMATION OF APPOINTMENT OR GAZETTE PUBLICATIONS;
- vi. LETTERS OF THE LAST 3 PROMOTIONS;
- vii. BIRTH CERTIFICATE /DECLARATION OF AGE;
- viii. EDUCATIONAL CERTIFICATES;
 - FIRST SCHOOL LEAVING CERTIFICATE
 - SECONDARY SCHOOL CERTIFICATE
 - DIPLOMA – OND, HND, NCE
 - UNIVERSITY DEGREE
 - NYSC CERTIFICATE/EXEMPTION
 - HIGHER DEGREE AND/OR PROFESSIONAL CERTIFICATE
- ix. OFFICE ID CARD;
- x. IPPIS PAY SLIP;
- xi. COPY OF LETTER OF LAST POSTING;
- xii. IPPIS ON-LINE RECORDS UPDATE COMPLETION SLIP;
- xiii. DULY COMPLETED AND SIGNED PERSONNEL VERIFICATION FORM (WITH RECENT PASSPORT PHOTOGRAPH AFFIXED).



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/668/VOL.I/01

16 Dec, 2020

See Distribution

EXTENSION OF DEADLINE FOR THE CLOSURE OF IPPIS HUMAN RESOURCES VERIFICATION PORTAL AND COMMENCEMENT OF SERVICE-WIDE PERSONNEL RECORDS VERIFICATION EXERCISE FOR EMPLOYEES OF NON-CORE MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs)

Reference;

A. HCSF/CSO/HRM/POL.166/1 dated 2 Dec, 2020

The above reference conveyed Head of Civil Service of the Federation's (HCSF) directives for the commencement of Service-Wide Personnel Records Verification Exercise for Employees of Non-Core Ministries, Departments and Agencies of Government.

2. In view of the above, all staff on any kind of leave are by this circular directed to return to his/her Command to fill the IPPIS form **on-line** and submit to Office of the Head of Civil Service of the Federation (OHCSF) portal on or before 31 Dec, 2020.

- * The HCSF portal is: **verification.ippis.gov.ng**
- * Note that while on HCSF portal each staff shall generate a **TOKEN** to be able to access the form on-line
- * Staff should carefully fill the form, cross-check the information supplied before submission.
- * After submission, staff is expected to print out summary sheets (usually two pages) of the information/Personnel record submitted.
- * Whereas every staff shall fill the personnel record on-line and submit same, the physical verification of staff which will commence at a later date in Jan, 2021 will start with staff of all Commands within FCT including RSHQ.

3. In this regard the revised timetable for the commencement of the IPPIS verification exercise for staff within FCT will be communicated to all concerned via FRSC website, staff-login as soon as it is released by OHCSF.
4. Commanding Officers/Supervisors are directed to recall all staff on all types of leave. In the event that a staff is hospitalized the Commanding Officer should ensure that such staff filled the form on-line in the hospital as the OHCSF will not extend the on-line update beyond 31 Dec, 2020.
5. Further information, MDAs are enjoined to submit in hard and soft copies the under listed documents.
 - i. List of all portal related issues being encountered by their employees for resolution by the IPPIS, HCSF Office.
 - ii. Approved structure comprising list of Departments, Sections, Units for upload into the portal (this applies only to the MDAs that have not made similar submissions before or could not be sighted on the portal; and
 - iii. Names and telephone numbers of Directors of Human Resources/Administration.
6. Soft copies of the above documents should be sent to: dippis@ohcsf.gov.ng
7. All concerned Commanding Officers, Heads of Corps Offices and Special Units are to ensure strict compliance please.



DCM Ojeme I Ewruhjakpor, *fdc, NPOM*

Deputy Corps Marshal (Admin & Human Resources)

For: Corps Marshal

Distribution

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All ACMs

All Corps Officers

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Internal Info:

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PSO-II CM

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